

# Central Secretariat Library

## MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2016-17

**Memorandum of Understanding between the Ministry of Culture, Shastri Bhawan, New Delhi and Central Secretariat Library, G – Wing Shastri Bhawan, New Delhi for the Financial Year 2016-2017.**

This agreement is made this <sup>5th</sup>.....day of June 2016 between the Ministry of Culture, as the First Party and the **Central Secretariat Library, G – Wing Shastri Bhawan New Delhi**, an organization 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.

To achieve this, the following deliverables are required:

#### 1. Budget/Accounts

- i). Budgetary outlay for the year 2016-17 amounting to Rs. 250.00 Lakh under Plan and 105.00 under Non-Plan is being allotted for carrying out organizational work. Expenditure is to be ensured, as per the fund availability and compliance to the GFRs provision besides adherence to the economy measures of M/o Finance issued from time to time. If physical target is achieved in time, allocation of additional funds could be considered to conduct more activities. Any shortfall in target may attract withdrawal/reduction in budgetary support.
- ii). The Annual Report and Audited Account for the year 2015-16 will be submitted to the Ministry of Culture before the end of November 2016.
- iii). The CAG audit, if required to be done, for the year 2015-16 shall be completed by the Central Secretariat Library by September 2016.
- iv). To ensure the following on the basis of principal of zero-based budgeting along with activity projection:
  - 1) Month-wise physical and financial target.
  - 2) Total percentage of Plan expenditure to be met by internal revenue generation by each organization.
  - 3) Unit-wise cost of activities.
  - 4) Impact assessment and readership/viewership target.

M. K. Singh

  
07/06/2016

2. **Human Resource**

In case of Central Secretariat Library Human Resource Management is dealt by Library Section of Ministry of Culture.

**Legal Matters**

In case of Central Secretariat Library Legal matters is dealt by Library Section of Ministry of Culture

3. **Parliament Matters**

In case of Central Secretariat Library Parliament Matters is dealt by Library Section of Ministry of Culture.

4. **Innovative Subjects/Projects**

- i). Central Secretariat Library will organize regularly literary programmes, book readings, quizzes etc. CSL under Ministry of Culture will begin this on regular basis (at least once a month) to attract more readers and participants. More importantly also to attract the youth and children, there should also be programmes relevant to these groups. Tie up with Universities, Colleges and Schools of the area is a must in this regard. In fact, some of such programme can be held in the campuses of Universities / Colleges and schools (especially govt. Schools). In fact, CSL will organize a workshop with teachers of govt. schools to inculcate reading habits among students of such schools. CSL will also identify and handhold certain govt. schools to improve library facilities and reading habits therein.
- ii). Every year Central Secretariat Library will organize Library week full of programs, quizzes, competitions, in order to highlight the presence of the library.
- iii). Like Rampur Raza Library, CSL can also institute awards for best publications in different languages.
- iv). Exhibition of Rare Books
- v). CSL will organize series of Lectures for example 1.) By handwriting analyst  
2.) By eminent personalities on religion, literature and culture
- vi). CSL will conduct an exhibition of the books on freedom fighters.

5. **General**

- i). Meetings of Collection Development Committee (CDC) to be convened and conducted on time.
- ii). Disposal of all the applications and appeals under the RTI Act 2005 to be ensured.  
**Shall be ensured within the stipulated time on case to case basis.**
- iii). Disposal of public grievances to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed.  
**Shall be ensured as prescribed.**


*N.K. Singh*

*[Signature]*  
07/06/2016

- iv). Website to be reviewed and revamped if necessary.  
**Proposal for Upgradation of Central Secretariat Library Website is under process.**
- v). RFD will be uploaded on time.
- vi). Ensure compliance to Raj Bhasha Policy.  
**Rajbhasha policy is being implemented as per directives received from MHA.**
- vii). Assess needs for skill development and create tailored training modules. CSL is imparting training to fresh library professional on request.
- viii). Increase presence on social media. It is ensured that after up-gradation of CSL's website, this will be kept as one of the activity of CSL.
- ix). Swachh Bharat Campaign will be carried out by promoting awareness programmes, distribution of pamphlets, hosting signage/hoardings at important locations. CSL is maintaining the directives under the activity.
- x). The organization will be active on the *My Gov. Platform* for inviting suggestions, ideas regarding its activities, during the year.

The Central Secretariat Library will supply to the Ministry of Culture mid-term information in respect of achievements of the targets set out in **Annexure-IV** enclosed with this Memorandum. The information, together with the Annual Reports and Audited Accounts and any further reports/documents prepared in relation to the progress and development of the Central Secretariat Library, will be used to monitor the yearly performance. The Central Secretariat Library and the Ministry of Culture will undertake a joint review at the end of the financial year 2016-17. The funding/grants to be provided to the Central Secretariat Library in the subsequent financial year will largely be dependent on the outcome of these joint reviews.

Signature on behalf of MOC



नीरज कुमार सिन्हा / Niraj Kumar Singh  
(.....  
अवर सचिव / Under Secretary  
Designation  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Government of India  
नई दिल्ली / New Delhi

Signature on behalf of CENTRAL  
SECRETARIAT LIBRARY



07/06/2016

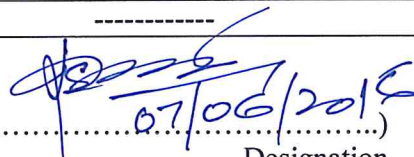
(.....)  
Designation **L.I.O.**  
एम.सी.एस. विज्ञान अधिकारी / Lib. & Inf. Officer  
पुस्तकालय सूचना अधिकारी / Lib. & Inf. Officer  
केन्द्रीय सचिवालय ग्रंथालय / Central Secretariat Library  
संस्कृति मंत्रालय / Ministry of Culture  
जी विंग शास्त्री भवन / 'G' Wing, Shastri Bhawan,  
भारत सरकार / Govt. of India  
नई दिल्ली-110001 / New Delhi-110001



CENTRAL SECRETARIAT LIBRARY  
(Ministry of Culture, Government of India)  
MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2016-17  
WITH THE MINISTRY OF CULTURE

S.No.	Subject	Targets
<b>1.</b>	<b>Budgets and Accounts</b>	
1.1.	Budgetary Outlay	Plan : 250 Lakh & Non Plan: 105 Lakh
1.2.	Annual Report	To be submitted as per the schedule
1.3.	CAG Audit	As per schedule
1.4.	Pending UCs	Nil
1.5.	Disposal of CAG Paras	In time in case of CSL
<b>2.</b>	<b>Human Resources</b>	Cadre Controlling Authority is Library Section of Ministry of Culture
2.1.	Human Resource Policy	-----Do-----
2.2.	Vacancy position	-----Do-----
2.3.	DPC	-----Do-----
2.4.	Training of staff	Minimum five persons in a year
2.5.	New Pension Scheme	-----
<b>3.</b>	<b>Legal Matters</b>	-----
3.1.	Amendments to the MOA	-----
3.2.	Bye Laws of the Organization	-----
3.3.	Online Court Cases Monitoring	-----
<b>4.</b>	<b>Parliament Matters</b>	-----
4.1.	Audited Accounts to be placed before Parliament	-----
4.2.	Fulfillment of pending parliamentary assurances	-----
4.3.	implementation of recommendations/suggestions of the Parliamentary Standing Committee	-----
4.4.	Legislative Matters	-----
<b>5.</b>	<b>General</b>	
5.1.	Mandatory meetings of all committees/ Sub-committees conducted on time	CSL holds Collection Development Committee (CDC) meeting on quarterly basis.
5.2.	Performance Audit of the organization by External Evaluator	-----
5.3.	Mandatory Returns and Reports	Submission as per scheduled time
5.4.	Disposal of RTI applications	In time
5.5.	Disposal of Public Grievances	In time
5.6.	Website Up-gradation	In process
5.7.	Swachh Bharat Campaign	As per schedule
5.8.	Social Media	-----
5.9.	RFD uploading	-----

N.K. Singh

  
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 Designation  
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**CENTRAL SECRETARIAT LIBRARY  
(Ministry of Culture, Government of India)**

MOU: Key Performance Indicators 2016-17

S. No.	Item	Minimum Targets
1.	Outreach programmes, Seminars, Workshop, Exhibition and Lectures	Two exhibitions in a year
2.	Publications	Nil
3.	Research	Nil
4.	Exhibitions	Two exhibition in a year
5.	Laying of the Audited Accounts and Annual Reports on the tables of both the Houses of Parliament	Nil
6.	Organizing Hindi Workshops	Nil
7.	Swachh Bharat	As per Schedule and directives
8.	Cultural Activities	Nil
9.	Increase presence in Social Media	Up-gradation of website is in process with all the facilities of social media like twitter, facebook etc.
10.	The Recruitment Rules for all the staff to be reviewed	Dealt by Library Section of Ministry of Culture
11.	Audited Accounts and Annual Reports for the year 2015-16	As per schedule
12.	Uploading of RFD on the site	-----
13.	Maintenance of asset register	In time
14.	Month wise Physical and Financial Targets	Annexure – I attached
15.	Percentage of Plan expenditure to be met by internal revenue generation	N/A
16.	Unit-wise cost of activities	Annexure – I attached
17.	Impact assessment/readership targets	Attached

*M-K Singh*

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*07/06/2016*  
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CENTRAL SECRETARIAT LIBRARY  
(Ministry of Culture, Government of India)

**Vacancies in the Organization**  
(This relates to Library Section of Ministry of Culture)

S. No.	Group 'A'	Name of the post	No. of vacancies	Details of occurrence of vacancies existing and anticipated	Action taken to fill up the post
1	1	Director	1	Last 3 and ½ years	To be filled by Library Section of Ministry of Culture

S. No.	Group 'B' (Gazetted)	Name of the post	No. of vacancies	Details of occurrence of vacancies existing and anticipated	Action taken to fill up the post
1	9	ALIO	2	From 2015	To be filled by Library Section of Ministry of Culture
2	7	ALIO (Language)	6	From 2005	To be filled by Library Section of Ministry of Culture

S. No.	Group 'B' (Non-Gazetted)	Name of the post	No. of vacancies	Details of occurrence of vacancies existing and anticipated	Action taken to fill up the post
1	21	Library & Information Assistant	11	From 2009	To be filled by Library Section of Ministry of Culture

S. No.	Group 'C'	Name of the post	No. of vacancies	Details of occurrence of vacancies existing and anticipated	Action taken to fill up the post
1	3	Library Clerk	3	From 2005	To be filled by Library Section of Ministry of Culture
2	1	Coupon Clerk	1	From 2014	To be filled by Library Section of Ministry of Culture

S. No.	Group 'D'	Name of the post	No. of vacancies	Details of occurrence of vacancies existing and anticipated	Action taken to fill up the post
1	3	Senior Library Attendant	1	From 2005	To be filled by Library Section of Ministry of Culture

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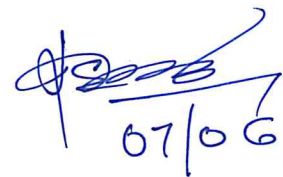
ANNEXURE - IV

ACTIVITY WISE WEIGHTAGE				
S.NO.	ACTIVITIES	TARGET	WEIGHT	Amount in Lakhs
1.	Collection Development (Purchase of Hindi Books, English Books, Text Books and Reference Books)	4289	15	69
2.	Preservation/Conservation & Archival Binding of Rare Books	287393	20	80
3.	Digitization of Rare Books	759504	25	30
4.	Lift installation from 2 <sup>nd</sup> Mezzanine floor of CSL to 1 <sup>st</sup> Floor Conference Hall	1	5	16
5.	Replacement of damaged unserviceable 40 TR AC Chiller Unit in AC Plant	1	5	20
6.	Automation of Circulation Counter	1	5	2
7.	LAN Cabling / Wi-Fi in CSL	1	3	15
8.	Purchase of storage & retrieval Server for digital data of rare books	1	5	3
9.	Up-gradation of Website of CSL	1	8	10
10.	Purchase of Desktop Computers / Printers / UPS's & Scanners for CSL	1	3	2
11.	Purchase of Furniture for CSL (Reading Chairs)	200	2	2
12.	Honorarium to Experts	4	0.5	0.80
13.	Hiring of one time manpower	1	0.5	0.20
14.	Viewership / Readership	115440	3	0
	<b>Total</b>	<b>1166838</b>	<b>100</b>	<b>250</b>

**Other activities to be undertaken, if additional funds get available under Plan Budget, OE, 2016-17.**

1. Purchase of Compactors for Rare Books - Rs. 20 Lakhs
2. Exhibition of Preserved Rare Books - Rs. 4 Lakh

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**ANNEXURE -I**

<b>Target - 1</b>					
<b>Collection Development (Purchase of Hindi Books, English Books, Text Books and Reference Books)</b>					
<b>OBJECT HEAD- 2205.00.105.12.01.20</b>					
<b>Weight (W) = 15</b>					
<b>Unit Cost (In Rs.) = 1609</b>					
	<b>Physical</b>		<b>Financial</b>		
<b>Month</b>	<b>Target (T) : Number of books to be purchased</b>	<b>Achieve ment (A)</b>	<b>Target in lakh</b>	<b>Achievement</b>	<b>Score = W*A/T</b>
<b>Apr-16</b>					
<b>May-16</b>					
<b>Jun-16</b>					
<b>Jul-16</b>	500		8.05		
<b>Aug-16</b>					
<b>Sep-16</b>	1100		17.70		
<b>Oct-16</b>					
<b>Nov-16</b>					
<b>Dec-16</b>	1500		24.14		
<b>Jan-17</b>					
<b>Feb-17</b>					
<b>Mar-17</b>	1189		19.13		
<b>Total</b>	<b>4289</b>		<b>69.01</b>		

Central Secretariat Library holds four Collection Development Committee (CDC) meeting in a year for selection of English & Hindi general / reference books. In the Financial Year 2015-16 CSL was not able to conduct any of the meeting of the CDC, since the file pertaining to reconstitution of CDC is under submission to HCM for approval. Unit cost has been derived on the basis of books purchased in the year 2014-15.

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07/06/2016



Target - 2					
Preservation/Conservation & Archival Binding of Rare Books					
OBJECT HEAD - 2205.00.105.12.01.16					
Weight (W) = 20					
Unit Cost (In Rs.) = 27.85					
Physical		Financial			Score = W*A/T
Month	Target (T) : Number of folios of Rare Books to be preserved	Achieve ment (A)	Target in lakh	Achievement	
Apr-16	47875		13.33		
May-16	47875		13.33		
Jun-16	47899		13.34		
Jul-16					
Aug-16					
Sep-16					
Oct-16	23937		6.67		
Nov-16	23937		6.67		
Dec-16	23939		6.67		
Jan-17	23937		6.67		
Feb-17	23937		6.67		
Mar-17	23917		6.66		
<b>Total</b>	<b>287253</b>		<b>79.99996</b>		

Preservation / conservation and archival binding of rare books are the ongoing activity of Central Secretariat Library (CSL). The Area Study Collection of CSL has approx 6500 rare books, which have been kept in closed access. Out of these 6500 books, CSL has preserved 3181 books as on date. The work will involve Documentation, fumigation, separation, de-acidification, mending / repairing, tissue lamination and binding with acid free binding and preservative materials.

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07/06/2016

Target - 3					
Digitization of Rare Books					
OBJECT HEAD - 2205.00.105.12.01.16					
Weight (W) = 25					
Unit Cost (In Rs.) = 3.95					
Physical		Financial			Score = W*A/T
Month	Target (T) : Number of pages to be Digitized	Achieve ment (A)	Target in lakh	Achievement	
Apr-16	63292		2.50		
May-16	63292		2.50		
Jun-16	63292		2.50		
Jul-16	63292		2.50		
Aug-16	63292		2.50		
Sep-16	63292		2.50		
Oct-16	63292		2.50		
Nov-16	63292		2.50		
Dec-16	63292		2.50		
Jan-17	63292		2.50		
Feb-17	63292		2.50		
Mar-17	63281		2.50		
<b>Total</b>	<b>759504</b>		<b>29.99997</b>		

The work of digitization of 6500 rare books (approx.) containing 20 Lakh pages (approx.) has been awarded to M/s Kinsey Bros on nomination basis. The agency will supply Digital images of documents of A5/A4/A3/A2 size documents at 300/600 dpi in color along with Retrieval Solution

- i). TIFF FORMAT
- ii). JPEG 2000 FORMAT
- iii). PDF (A) format in CDs/ DVDs/ External Hard Disk

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<b>Target - 4</b> <b>CPWD Related Works : Lift installation from 2<sup>nd</sup> Mezzanine floor of CSL to 1<sup>st</sup> Floor Conference Hall</b> <b>OBJECT HEAD - 2205.00.105.12.01.13</b> <b>Weight (W) = 5</b> <b>Unit Cost (In Rs.) = 16,00,000</b>					
Physical		Financial			Score = W*A/T
Month	Target (T) : CPWD works	Achieve ment (A)	Target in lakh	Achievement	
Apr-16					
May-16					
Jun-16					
Jul-16					
Aug-16					
Sep-16	1		16		
Oct-16					
Nov-16					
Dec-16					
Jan-17					
Feb-17					
Mar-17					
<b>Total</b>	<b>1</b>		<b>16</b>		

Competent authority has approved the proposal. The LOA is to be issued to CPWD for executing the work. The cost has been derived as per the estimation of CPWD (Civil).

H.K. Singh

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07/06/2016



Target - 5					
CPWD Related Works : Replacement of damaged unserviceable 40 TR AC Chiller Unit in AC Plant					
OBJECT HEAD - 2205.00.105.12.01.13					
Weight (W) = 5					
Unit Cost (In Rs.) = 20,00,000					
Physical			Financial		Score = W*A/T
Month	Target (T) : CPWD works	Achieve ment (A)	Target in lakh	Achievement	
Apr-16					
May-16					
Jun-16					
Jul-16					
Aug-16					
Sep-16					
Oct-16					
Nov-16					
Dec-16					
Jan-17					
Feb-17					
Mar-17	1		20		
<b>Total</b>	<b>1</b>		<b>20</b>		

The proposal is under submission for approval. The estimated cost submitted for approval by CPWD (AC Unit) is Rs.20 Lakh. The LOA of authorization will be issued to CPWD in time.


H.K.Singh

  
07/06/2016

Target - 6					
Information Technology Related Works: Automation of Circulation Counter					
OBJECT HEAD - 2205.00.105.12.01.13					
Weight (W) = 2,00,000					
Unit Cost (In Rs.) = N/A					
	Physical		Financial		
Month	Target (T) : IT related activities	Achievement (A)	Target in lakh	Achievement	Score = W*A/T
Apr-16					
May-16					
Jun-16					
Jul-16					
Aug-16	1		2		
Sep-16					
Oct-16					
Nov-16					
Dec-16					
Jan-17					
Feb-17					
Mar-17					
<b>Total</b>	<b>1</b>		<b>2</b>		

CSL has LIBSYS automation software and the required modules for circulation process are available in it. In this regard it is proposed that we may computerize the circulation process through circulation module of LibSys. The work will be executed in house by utilizing the manpower of CSL.

H. K. Singh

  
07/06/2016

Target - 7					
Information Technology Related Works: LAN Cabling / Wi-Fi in CSL					
OBJECT HEAD - 2205.00.105.12.01.13					
Weight (W) = 3					
Unit Cost (In Rs.) = 15,00,000					
Physical			Financial		Score = W*A/T
Month	Target (T) : IT related activities	Achieve ment (A)	Target in lakh	Achievement	
Apr-16					
May-16					
Jun-16					
Jul-16					
Aug-16					
Sep-16					
Oct-16					
Nov-16	1		15		
Dec-16					
Jan-17					
Feb-17					
Mar-17					
<b>Total</b>	<b>1</b>		<b>15</b>		

CSL and other section located in CSL are facing problems in LAN. The NIC team after survey had suggested that restructuring of network cable along with installation of new manageable switches is the only way out to solve problems faced by Sections in CSL under LAN. The technical team of NIC was in a view that:-

- Most of the Sections of Ministry of Culture had been shifted to CSL building and requires additional network points.
- LAN Cabling in CSL building is very old and requires to be replaced.
- The switches installed in CSL are unmanageable and there is no space available for additional network points. The unmanageable switches need to be replaced.
- Cabling of LAN set up in CSL building is unstructured.
- LAN setup in CSL is IPv4, and to be replaced with latest version of Internet Protocol i.e. IPv6.

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07/06/2016



Target - 8					
Information Technology Related Works: Purchase of storage & retrieval Server for digital data of rare books					
OBJECT HEAD - 2205.00.105.12.01.13					
Weight (W) = 5					
Unit Cost (In Rs.) = 3,00,000					
Month	Physical		Financial		Score = W*A/T
	Target (T) : IT related activities	Achievement (A)	Target in lakh	Achievement	
Apr-16					
May-16					
Jun-16					
Jul-16					
Aug-16					
Sep-16					
Oct-16	1		3		
Nov-16					
Dec-16					
Jan-17					
Feb-17					
Mar-17					
<b>Total</b>	<b>1</b>		<b>3</b>		

Central Secretariat Library has started the work of digitization of approximately 6500 rare books and the work was awarded to M/s Kinsey Bros on nomination basis. The agency has requested to provide a server in which they will install the open source Content Management Software D-Space for retrieval of the digitized document. The tentative configuration of the server required by the agency are mentioned below:-

- o Chipset - Intel Chipset
- o Processor - Intel
- o Processor Frequency - Xeon 2.4GHz
- o Internal Memory - 16/32 GB DDR4
- o Storage Interface - SATA
- o Hard Drive - 10 TB Hot Plug SAS / SATA

M. K. Singh

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Target - 9					
Information Technology Related Works: Up-gradation of Website of CSL					
OBJECT HEAD - 2205.00.105.12.01.13					
Weight (W) = 8					
Unit Cost (In Rs.) = 10,00,000					
Month	Physical		Financial		Score = W*A/T
	Target (T) : IT related activities	Achievement (A)	Target in lakh	Achievement	
Apr-16					
May-16					
Jun-16					
Jul-16					
Aug-16					
Sep-16					
Oct-16					
Nov-16					
Dec-16	1		10		
Jan-17					
Feb-17					
Mar-17					
<b>Total</b>	<b>1</b>		<b>10</b>		

Central Secretariat Library proposes to design and develop a user friendly and visually appealing web site to provide one-stop medium to deliver all information related to library by engaging NICS I empanelled vendor. The main objectives of the web site are:

- to deliver consistent, correct, and authoritative information and services related to the project to all its stakeholders and general public ;
- To provide information of different projects under the CSL.
- Online access of CSL's Catalogue
- Online Access of Digital data of CSL.
- Increase engagement through collaboration with other stakeholders and general public.

Integrate social media by linking facebook, twitter, youtube, google+ etc.

N.K.Singh

  
07/06/2016

Target - 10					
Information Technology Related Works: Purchase of Desktop Computers / Printers / UPS's & Scanners for CSL					
OBJECT HEAD - 2205.00.105.12.01.13					
Weight (W) = 3					
Unit Cost (In Rs.) = 2,00 000					
Physical			Financial		Score = W*A/T
Month	Target (T) : IT related activities	Achieve ment (A)	Target in lakh	Achievement	
Apr-16					
May-16					
Jun-16					
Jul-16					
Aug-16					
Sep-16					
Oct-16					
Nov-16					
Dec-16					
Jan-17					
Feb-17					
Mar-17	1		2		
<b>Total</b>	<b>1</b>		<b>2</b>		

In this activity, CSL purchases the 2 Desktop Computers, 2 Printers, 2 UPS's and 2 Flat Bed Scanners as per the requirement of the Library.

H.K. Singh

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07/06/2016



Target - 11					
Purchase of Furniture for CSL (Chairs)					
OBJECT HEAD - 2205.00.105.12.01.13					
Weight (W) = 2					
Unit Cost (In Rs.) = 1000					
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target in lakh	Achievement	
Apr-16					
May-16					
Jun-16					
Jul-16					
Aug-16					
Sep-16					
Oct-16					
Nov-16					
Dec-16	200		2		
Jan-17					
Feb-17					
Mar-17					
<b>Total</b>	<b>200</b>		<b>2</b>		

The users of CSL are increasing day by day. Therefore it is proposed to purchase 200 new chairs and some tables as per requirement for CSL & R K Puram Branch Library.

M-K-GH

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07/06/2016

Target - 12					
Miscellaneous: Honorarium to Experts					
OBJECT HEAD - 2205.00.105.12.01.50					
Weight (W) = 0.5					
Unit Cost (In Rs.) = 20 thousands					
Month	Physical		Financial		Score = W*A/T
	Target (T) : Miscellaneous	Achieve ment (A)	Target in lakh	Achievement	
Apr-16					
May-16					
Jun-16					
Jul-16	1		0.2		
Aug-16					
Sep-16	1		0.2		
Oct-16					
Nov-16					
Dec-16	1		0.2		
Jan-17					
Feb-17					
Mar-17	1		0.2		
<b>Total</b>	<b>4</b>		<b>0.8</b>		

Central Secretariat Library holds four Collection Development Committee (CDC) meeting in a year for selection of English & Hindi general / reference books. The CDC of CSL consists of Officials members & Non-Official Members. Library also provides Sitting Charges @1000/- per head and conveyance charge @Rs.400/- or as per the actual per head per non – official members of the CDC and hospitality with tea /snacks to all the members of CDC.

N. K. Singh

*[Signature]*  
07/06/2016

Target – 13					
Miscellaneous: Hiring of one time Manpower					
OBJECT HEAD - 2205.00.105.12.01.50					
Weight (W) = 0.5					
Unit Cost (In Rs.) = 20 thousand					
Month	Physical		Financial		Score = W*A/T
	Target (T) : Miscellaneous	Achieve ment (A)	Target in lakh	Achievement	
Apr-16					
May-16					
Jun-16					
Jul-16					
Aug-16					
Sep-16					
Oct-16					
Nov-16					
Dec-16					
Jan-17					
Feb-17	1		0.2		
Mar-17					
<b>Total</b>	<b>1</b>		<b>0.2</b>		

As per the directives of Government of India, this activity has been proposed for one time cleaning job against Swachh Bharat Abhiyan.

*H. K. Singh*

*[Signature]*  
07/06/2016



Target - 14			
Viewership/Readership			
Weight (W) = 3			
Unit Cost in Rs. = N/A			
Month	Target : Readers approx (CSL)	Achieve ment	Score
Apr-16	9620		
May-16	9620		
Jun-16	9620		
Jul-16	9620		
Aug-16	9620		
Sep-16	9620		
Oct-16	9620		
Nov-16	9620		
Dec-16	9620		
Jan-17	9620		
Feb-17	9620		
Mar-17	9620		
Total=	115440		

Number of Visitors calculated on the basis of 370 readers per day \* 26 days of month in the library (RKP +CSL).

M-k. Singh

*[Signature]*  
07/06/2016

						<b>Actual Financial Assistance needed</b> $E=(A+C-D)$
<b>0</b>	<b>Sum of Physical Achievement</b>	<b>Sum of Financial Target (A)</b>	<b>Sum of Financial Achievement (B)</b>	<b>Non- Plan Budget (C)</b>	<b>Internal Revenue Generation (D)</b>	
Achievement will be completed in time subject to the approval of Competent Authority						

<b>DTH Content</b>					
<b>Weight</b>					
<b>Content Creation</b>			<b>Content Broadcasting</b>		
<b>Target</b>	<b>Achievement</b>	<b>Score</b>	<b>Target</b>	<b>Achievement</b>	<b>Score</b>
N/A					

<b>Village Coverage</b>		
<b>Weight</b>		
<b>Target</b>	<b>Achievement</b>	<b>Score</b>
N/A		

H.K.M

*[Signature]*  
07/06/2016