

Delhi Public Library

Memorandum of Understanding between the Ministry of Culture, Shastri Bhawan, New Delhi and the Delhi Public Library, Place for the Financial Year 2015-2016.

The Delhi Public Library is an Autonomous Body fully funded by the Ministry of Culture. The Name of the Library is a registered Society under the Societies Registration Act of 1860 (pl. check this). The objectives of the Institution are outlined in the Memorandum of Association/ the Rules and Regulations/ Bye Laws framed there under. The Delhi Library Board Governing/Executive Council who is the main decision making body.

This agreement made this 26th March 2015 between the Ministry of Culture, as the First Party and the Delhi Public Library an organization under the Ministry of Culture, hereinafter called the Second Party.

Whereas the Ministry of Culture have the mandate to preserve, promote and disseminate all forms of art and culture by undertaking a) Maintenance and conservation of heritage and historic sites and ancient monuments; b) Administration of libraries; c) Promotion of literary, visual and performing arts; d) Observation of centenaries and anniversaries of important national personalities and events; e) Promotion of institutions and organizations of Buddhist and Tibetan Studies; f) Promotion of institutional and individual non-official initiatives in the fields of art and culture; and g) Entering into cultural agreements with foreign countries.

And the Delhi Public Library have the following mandate; b) Administration of libraries; c) Promotion of literary d) Observation of centenaries and anniversaries of important national personalities and events and f) Promotion of cultural activities.



Purpose of the MOU

To achieve the organizational goals by optimum use of the funds available and proper functioning of the organization.

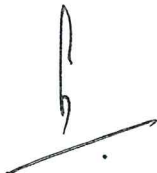
To achieve this, the following are the deliverables:

1. Budget/ Accounts

- (i) Budgetary outlay for the year 2015-16 amounting to Rs.10 crores (Plan) is being allotted for carrying out organizational work. Expenditure is to be ensured. The Grant-in-Aid is dependent on the Name of Lirary's ability to show measurable improvement in service delivery with reference to the key performance indicators and achievement of targets as included in Annexure-II of this Memorandum of Understanding.
- (ii) The Annual Report and Audited Account for the year 2014-15 will be submitted to the Ministry of Culture before 31st December, 2015.
- (iii) The CAG audit, if required to be done, for the year 2014-2015 to be ensured.
- (iv) There is no Pending utilization certificate to be submitted to the Ministry of Culture.
- (v) To dispose of all pending CAG audit paras and internal audit paras.

2. Human Resource

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



- (iii) Vacancies in other ranks in the Organization to be filled up on time, after taking stock of the vacancies for the entire year.
- (iv) All DPC's for the year and any pending DPC's to be conducted on time.
- (v) All pending vigilance cases to be disposed off on time and as per rules.
- (vi) Training of the staff of the organization to be ensured. A list of officers, grade wise should be identified at the beginning of the year for forwarding to National Mission on Libraries.
- (vii) New Pension Scheme and related contribution towards any official under the Scheme will be done on time.

3. Legal Matters

- (i) Amendments to the MoA to be carried out, if necessary, with the approval of the Competent Authority.
- (ii) The bye-laws of the organization to be reviewed.
- (iii) Online Court cases monitoring from time to time.

4. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2014-15 to be placed before the Parliament.
- (ii) Fulfillment of all pending Parliamentary Assurances to be ensured.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament.

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 all the applications and appeals under the RTI Act 2005 to be ensured.
- (v) 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.
- (vi) Website to be reviewed and revamped if necessary.
- (vii) RFD will be uploaded on time.
- (viii) Swachh Bharat Campaign will be carried out by promoting awareness programmes, distribution of pamphlets, hosting signage / hoardings at important locations.

(ix) * As mentioned below.

The Delhi Public Library will supply to the Ministry of Culture mid-term information in respect of achievements of the targets set out in Annexure-I enclosed with this Memorandum. This information, together with the Annual Reports and Audited Accounts and any further reports/documents prepared in relation to the progress and development of the name of the library, will be used to monitor the yearly performance. The Delhi Public Library and the Ministry of Culture will undertake a joint review at the end of the financial year 2014-15. The funding grants to be provided to the Delhi Public Library in the subsequent financial years will largely be dependent on the outcome of these joint reviews.

Signature on behalf of MOC

Kanwar Lather

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 Director.....
 (Joint Secretary, Libraries)

कँवर समीर लठर/KANWAR SAMEER LATHER
 निदेशक/Director
 संस्कृति मंत्रालय/Ministry of Culture
 भारत सरकार/Govt. of India
 नई दिल्ली/New Delhi

Signature on behalf of the
 Organization

AA 25.3.15

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 SLIO/Jt. Director, Delhi Public Library

एच. आर. मीना/H.R. MEENA
 व.पु.सू.अधि. (सयुक्त निदेश)/S.L.I.O. (Jt. Dir)
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* The organization will be active on the My Gov. Platform for inviting suggestions, ideas regarding its activities, during the year.

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2015-16

S. No.	Subject	Target	Rating			
			Excellent 90%	Very Good 80%	Good 70%	Poor 60%
1.	Budget /Accounts	Amount	Dates			
i.	<p>Budgetary Outlay: Plan – 10 crores.</p> <p>1st Qtr. April to June 2015:</p> <ul style="list-style-type: none"> ▪ Purchase of books & serials. (Books & Serials are purchased in all four quarters) ▪ Last and final payment to CPWD for the construction of Ashok Vihar library building. ▪ Purchase and installation of CCTVs in the stack areas and library premises of Sarojini Nagar, Patel Nagar, Shahadra and Karol Bagh libraries. ▪ Introduction of Wireless Internet Access service in Central library. ▪ Fixing of grills, gate, repairs and white washing of Vinobha Puri library through CPWD. ▪ Conducting of community outreach programmes. 	Rs. 250 lakhs	30 th June 2015	31 st July 2015	15 th Aug. 2015	31 st Aug. 2015




ii.	2nd Qtr. July to Sept. 2015: <ul style="list-style-type: none"> ▪ Purchase of books & serials. ▪ Purchase of CD/DVDs. ▪ Repairing & renovation works in the Narela Library. ▪ Retro conversion of Sarojini Nagar library books. ▪ Binding of books/ Gazettes/ Newspapers. ▪ Purchase of computers, printers, UPS etc. ▪ Development of infrastructural facilities in different units. ▪ Cultural competitions for adults and children. . ◦ Purchase of racks for Central library and Sarojini Nagar library 	Rs. 300 lakhs	30 th Sept. 2015	31 st Oct. 2015	15 th Nov. 2015	30 th Nov. 2015
iii.	3rd Qtr. Oct. to Dec. 2015: <ul style="list-style-type: none"> ▪ Purchase of books & serials. ▪ Purchase of e-books ▪ Purchase of furniture for different units. ▪ Conducting of computer workshops and printing of Hindi patrika. ▪ Introduction of RFID technology to prevent stealing of books 	Rs. 300 lakhs	31 st Dec. 2015	31 st Jan. 2016	15 th Feb. 2016	28 th Feb. 2016
iv.	4th Qtr. Jan. to March 2016: <ul style="list-style-type: none"> ▪ Purchase of books & serials. ▪ Payment to CPWD for the construction of Patparganj library. 	Rs.150 lakhs	31 st March 2015	15 th April 2015	30 th April 2016	15 th May 2016



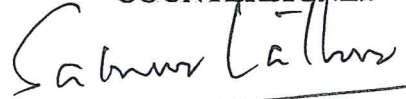
1.2	Annual Report 2014-15.	Dates	31 st Dec. 2015	31 st Jan. 2016	15 th Feb. 2016	28 th Feb. 2016.
1.3	CAG Audit	Dates	15 th Oct. 15	30 th Oct. 2015	15 th Nov. 15	30 th Nov. 15
1.4	Pending UCs	Dates	20 th Apr. 15	25 th Apr. 15	30 th Apr. 15	15 th May 15
1.5	Disposal of CAG Paras	----				
2.	Human Resources					
2.1	Human Resource Policy	Dates	----			
2.1.1	Recruitment Rules	Dates	Drafted and got approved through DLB. Approval of the MOC is to be obtained.			
2.2	Vacancy Position	232 posts are vacant. Efforts are being made to revive the vacant posts.				
2.3	DPCs	Dates	Every 6 Months	9 months	1 Year	--
2.4	Training of Staff	No. of officers and staff to be trained.	Ist Quarter 04	II Quarter 06	III Quarter 05	IV Quarter 05
2.5	New Pension Scheme	----				
3.	Legal Matters					
3.1	Amendments to the MOA	Framed and up-to-date.				
3.2	Bye Laws of the Organization	Already framed.				
3.3	Monitoring of Court Cases	Monitoring all court cases.				
4.	Parliament Matters					
4.1	Audited Accounts to be placed before Parliament	Dates	31 st Dec. 2015	31 st Jan. 2016	15 th Feb. 2016	28 th Feb. 2016
4.2	Fulfillment of Pending Parliamentary Assurances	NIL				
4.3	Legislative Matters					
5.	General					
5.1	Mandatory Meetings of All Committees conducted on time	Dates	6 months	8 months	9 months	--
5.2	Performance Audit of the Organization by External Evaluator	Dates	31 st July 2015	15 th August 2015	31 st August 2015	15 th Sept. 2015
5.3	Mandatory Returns and Reports	Dates				
5.3.1	Annual Plan proposal (Plan & Non-Plan)		8 th Oct. 2015	15 th Oct. 2015	31 st Oct. 2015	10 th Nov 2015
5.3.2	Outcome budget		10 th Jan. 2016	20 th Jan. 2016	31 st Jan. 2016	10 th Feb. 2016
5.3.3	Annual Action Plan		31 st May 2015	15 th June 2015	30 th June 2015	15 th July 2015

5.4	Disposal of RTI Applications	Days	30 days	35 days	40 days	45 days
5.5	Disposal of Public Grievances	Days	7 days	10 days	15 days	20 days
5.6	Website Upgradation	Upgraded.				
5.7	Swachh Bharat Campaign	Perform in all four quarters in different zones				
5.8	Social Media	Dates	30 th June 2015	31 st Aug. 2015	31 st Oct. 2015.	31 st Dec. 2015.
5.9	RFD Uploading	Dates	15 th May 2015	31 st May 2015	10 th June 2015	25 th June 2015

(* Achievement of the above targets are subject to allocation of grants under (B.E.) - Plan)


 (HEAD OF LIBRARY)
 एच. आर. मीना / H. R. MEENA
 व.पु.सू.अधि. (सयुक्त निदे.) / S.L.I.O. (Jt. Dir.)
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COUNTERSIGNED



DIRECTOR
 JOINT SECRETARY (LIBRARIES)
 MINISTRY OF CULTURE

कॅंवर समीर लाठर / KANWAR SAMEER LATHER
 निदेशक / Director
 संस्कृति मंत्रालय / Ministry of Culture
 भारत सरकार / Govt. of India
 नई दिल्ली / New Delhi

KEY PERFORMANCE INDICATORS FOR THE YEAR 2015-16.

Activity	Key Performance Indicator
Administrative Matters.	<p>a. In time holding of DPC to promote the staff and grant of MACP.</p> <p>b. Reviving of vacant posts.</p> <p>c. In time disposal of RTI, Vigilance and Public Grievance cases.</p> <p>d. In time redressal of staff grievances.</p>
Outreach Measures.	<p>a. Conducting of outreach activities in different zonal libraries.</p> <p>b. Conducting of Storytelling sessions in different units.</p> <p>c. Organizing various workshops for the school children during summer vacation in different libraries.</p> <p>d. Conducting of annual competitions to the readers.</p>
Modernization of Library.	<p>a. Introduction of Wireless Internet Access service in the library.</p> <p>b. Retro-conversion of books to make them machine readable.</p> <p>c. Introduction of RFID technology to prevent the stealing of books.</p> <p>d. Installation of CCTV cameras in different units.</p>
Library Activities.	<p>a. Enhancement in the library membership.</p> <p>b. Increase the footfalls in the library.</p> <p>c. Opening of new mobile library service points.</p> <p>d. Increase in the infrastructural facilities in different units.</p>

Samir Lather

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