

Khuda Bakhsh Oriental Public Library, Patna

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

The Khuda Bakhsh Oriental Public Library, Patna 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. The objectives of the Institution are outlined in the Memorandum of Association/ the Rules and Regulations/ Bye Laws framed there under. The Khuda Bakhsh Oriental Public Library Board who is the main decision making body.

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

Whereas the Ministry of Culture has 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 whereas the Khuda Bakhsh Oriental Public Library, Patna have the following mandate: Annexure - I.

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:

I. Budget/ Accounts

- (i) Budgetary outlay for the year 2015-16 amounting to Rs.(7.25) crores is being

allotted for carrying out organizational work. Expenditure is to be ensured. The Grant-in-Aid is dependent on the Name of Library'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 of 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.
- ✓ (viii) Preparation of Project under Prasad, DFTBTC and HRIDAY to be ensured.

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 Monitoring of the court cases to be ensured.
- ✓ (iv) Intellectual property right clauses to be ensured.

4. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2014-15 to be placed before the Parliament.
- (ii) Fulfilment 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 Khuda Bakhsh O. P. Library, Patna 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 name of the 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 Name of the Library in the subsequent financial years will largely be dependent on the outcome of these joint reviews.

Signature on behalf of MOC

Sameer Lather

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Director
(Joint Secretary, Libraries)

कँवर समीर लाठर/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

from
25/2/15

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Director, Khuda Bakhsh O. P. Library

* The organization will be active on the My Gov. Platform for inviting suggestions, ideas regarding its activities, during the year.

KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY, PATNA

**MEMORANDUM OF UNDERSTANDING
FOR THE
FINANCIAL YEAR 2015-16 WITH THE MINISTRY OF CULTURE**

Sl. No.	Subject	Targets
1.	Budgets and Accounts	
1.1	Budgetary Outlay	Plan 2.96 crore and Non-Plan 4.29 crore. Expenditure of Budget is ensured.
1.2	Annual Report	Annual Report – 2014-15 to be submitted on time.
1.3	CAG Audit	CAG audit for the year 2015-16 is ensured.
1.4	Pending UCs	All pending UCs to be submitted within prescribed time.
1.5	Disposal of CAG Paras	CAG Paras to be disposed of.
2.	Human Resources	
2.1	Human Resource Policy	Human Resource Policy is to be framed.
2.2	Vacancy Position	Vacant Posts will be filled up in the year.
2.3	DPC	DPC to be conducted on time.
2.4	Training of Staff	Training of staff is ensured when ever required.
2.5	New Pension Scheme	NPS is already in operation. New recruits to be covered under the scheme.
3.	Legal Matters	
3.1	Amendments to the MOA	Amendment to the MOA to be carried out with approval of competent authority.
3.2	Bye Laws of the Organization	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	Audited Accounts will be placed before Parliament on time after receipt of CAG Audit Report.
4.2	Fulfilment of Pending Parliamentary Assurances	Pending Parliamentary assurances to be implemented promptly.
4.3	Legislative Matters	Legislative matters if any to be taken up for approval of Parliament.
5.	General	
5.1	Mandatory Meetings of All Committees/ Sub-Committees conducted on time	Mandatory meetings of all Committees will be conducted on time.
5.2	Performance Audit of the Organization by External Evaluator	Performance audit is included in CAG's audit.
5.3	Mandatory Returns and Reports	Mandatory Returns and Reports to be filed on time.
5.4	Disposal of RTI Applications	RTI applications will be disposed of in time.
5.5	Disposal of Public Grievances	Disposal of Public grievances is ensured.
5.6	Website Up-gradation	Website to be upgraded and revamped time to time.
5.7	Swachh Bharat Campaign	Swachh Bharat Campaign will be carried out regularly. Instructions will be implemented.
5.8	Social Media	The Library to be linked with social Media for promotion of the institution.
5.9	RFD uploading	Uploading RFD online will be done after training of officials.

(Director, Khuda Bakhsh Q. P. Library, Patna)

DIRECTOR
JOINT SECRETARY (LIBRARIES)
MINISTRY OF CULTURE

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कंवर 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
KHUDA BAKHSH ORIENTAL PUBUC LIBRARY 2015-16

Administrative Matters

1. Revision of Recruitment Rules of various posts in the Library.
2. Anticipated vacancies and recruitments.
3. Timely submission of Annual Reports & Audited Accounts and compliance with C&AG observations.
4. Training of staff.
5. Budget allotment and expenditure incurred.
6. Number of Court cases pending and compliance with directions of the Court.
7. Number of Audit paras and action taken on the observations of audit.
8. Timely submission of Papers, documents, replies etc to MOC.
9. Compliance with Ministry of Finance directions on foreign travels.

Outreach Measures

1. Outreach programmes / Workshops / Competitions organized for different age groups.


Modernisation of Library

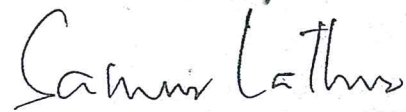
1. Modernization galleries by installation of modern lighting and display.
2. New Galleries opens.
3. Installation of interactive digital kiosks, Audio guides and LCD Screens.
4. Upgradation of security gadgets.
5. Upgradation of Library website.
6. Upgradation of Library storage.
7. Improvement in visitors amenities.

Library Activities

1. Acquisition of books / manuscripts.
2. Physical verification of Manuscripts.
3. Progress in Implementation of the Library Software.
4. Conservation and Preservation of Manuscripts.
5. Number of Manuscripts rotated.
6. Organisation of Exhibitions, Seminars and Lectures.
7. Convening of meetings of Board and its committees and implementing important decisions taken in these meetings.
8. Taking necessary steps for increasing the footfalls.
9. Publications and Research work.
10. Preparation of Result Framework Document (RFD) in respect of the activity being undertaken by the Library.

11. Campaigning ^{for} Swachh Bharat.
12. Assessing needs for skill development and creating tailored training module.
13. Making inventory of cultural spaces under the charge of the organisation.
14. Increasing presence on social media.
15. Updating and revamping website.
16. Identifying and creating e-service.
17. Creating online system for application and utilisation service.
18. Performance audit is to be done.
19. Providing audio visual material to IGNCA for archiving.
20. Providing promotional films to DD Bharti and also making an inventory of films.
21. On-line monitoring of the court cases.
22. Ensuring preparation of project under Prasad DFTBTC and HRIDAY.


(Director, Khuda Bakhsh O. P. Library, Patna)



DIRECTOR
~~JOINT SECRETARY (LIBRARIES)~~
MINISTRY OF CULTURE

कँवर समीर लाठर/KANWAR SAMEER LATHER
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