

Government of India
Ministry of Culture
Central Secretariat Library

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2014-15

S.No.	Subject	Target	Rating			
			Excellent 90%	VeryGood 80%	Good 70%	Poor 60%
1	Budget/Accounts	Amount	Dates			
i.	Budgetary Outlay: Plan - Rs.265.00 lakh. 1st Qtr. April to June 2014: <ul style="list-style-type: none"> • Rare book exhibition • Web Site up-gradation & re-designing. • Purchase of software and computers etc. • Preservation of rare books. • Letters to empanelled publishers/suppliers for submission of English books on approval basis for selecting the books by Collection Committee Members. 	Rs.65.00 lakh	30 th June 2014	31 st July 2014	15 th Sept. 2014.	30 th Sept. 2014
ii	2nd Qtr. July to Sept 2014 <ul style="list-style-type: none"> • Processing and finalization of bills of English books. • Purchase of scanners and software. • Automation circulations counter through bar-code scanner. • Letter to empanelled publishers/suppliers for submission of Hindi books on approval basis for selecting the books by Collection Committee Members. • Extension of stack area. • Preservation of rare books. • Purchase of text books 	Rs.70.00 lakh	30.09.14	15.10.14	31.10.14	15.11.14

iii	3rd Qtr. Oct. To Dec. 2014	Rs.75.00 lakh	31 st Dec. 2014	15 th Jan 2015	25 th Feb 2015	28 th Feb 2015
	<ul style="list-style-type: none"> • Processing and finalization of bills of Hindi books. • Rare book Exhibition • Preservation of books • Refurbishing of Area Study Division. • Letters to empanelled publishers/suppliers for submission of English books on approval basis for selecting the books by Collection Committee Members. 					
iv.	4th Qtr. Jan 15 to March 2015	Rs.55.00 lakh	31 st March 2015	15 th April 2015	30 th April 2015	15 th May 2015
	<ul style="list-style-type: none"> • Processing and finalization of bills of Hindi books. • Letters to empanelled publishers/suppliers for submission of text books on demand by users'. • Refurbishing of TSL • Preservation of books. • Purchase of text books for R.K. Puram branch library. 					
2.	Annual Report 2014-15:					
	a. April to December 2014	Dates	31 st Dec. 2014	10 th Jan 2015	15 th Jan 2015	25 th Jan 2015
	b. January to March 2015		30 th April 2015	15 th May 2015	31 st May 2015	30 th June 2015
2.2	CAG Audit	N A				
2.3	Pending UCs					
2.4	Disposal of CAG Paras					
3.	Human Resources					
3.1	Human Resource Policy	Adm. and vigilance matter w.r.t. CSL are being dealt by Library Division				
3.2	Recruitment Rules	NA				
3.3	Vacancy Position	44 posts are vacant—dealt by Library Division				
3.4	DPCs	NA				
3.5	Vigilance Matters	NA				
3.6	Training of Staff	Included in presentation				

4.	Legal Matters	N.A.				
4.1	Amendments to the MOA					
4.2	Bye Laws of the Organization					
4.3	Monitoring of Court Cases					
4.4	Training of Staff: (ALIOs & LIAs): For microfilm scanner printer, Web-designing and for DSpace and Greenstone database software.	No of officers and staff to be trained.	10	8	6	4
5.	Parliament Matters	N.A.				
5.1	Audited Accounts to be placed before Parliament					
5.2	Fulfilment of Pending Parliamentary Assurances					
5.3	Legislative Matters					
6.	General					
6.1	Mandatory Meetings of All Committees/ Sub Committees conducted on time	Three meeting of Collection Development Committee for purchase of books during the year				
6.2	Performance Audit of the Organization by External Evaluator	N.A.				
6.3	Mandatory Returns and Reports.	Dates				
6.3.1	RE BE (Plan and Non-Plan)		31 st Oct 2014	10 th Nov 2014	25 th Nov 2014	10 th Dec 2014
6.3.2	Final Grant.		20 th Feb 2015	25 th Feb 2015	28 th Feb 2015	5 th March 2015
6.3.3	Outcome budget		15 th Feb 2015	25 th Feb 2015	28 th Feb 2015	5 th March 2015
6.4	Disposal of RTI Applications	Days	30 days	32 days	35 days	40 days
6.5	Disposal of Public Grievances	Days	5 days	7 days	8 days	10 days
6.6	Website Upgradation	Details in point 1.1.—30 th June 2014				


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