

F. No. 4(52)/Acctt/ZCC/23 | 28  
23<sup>rd</sup> May, 2023

To  
The Section Officer  
Ministry of Culture, Govt. of India  
ZCC Section  
2<sup>nd</sup> Floor, D-Wing, Puratatva Bhawan  
GPO Complex, INA  
New Delhi – 110 023

**Sub: Memorandum of Understanding for the year 2023-24-reg.**

Madam,

Refer to the email dated 19.05.2023, enclosed please find the duly signed Memorandum of Understanding for the Financial Year 2023-24 for your perusal.

Thanking you.

Yours faithfully,



Director

Encl : As stated above.

*Handwritten note:*  
26/5  
Sh. Hansu

**MEMORANDUM OF UNDERSTANDING  
YEAR 2023-24**

Memorandum of Understanding between **Ministry of Culture (MoC), Shastri Bhawan, New Delhi** and **Eastern Zonal Cultural Centre (EZCC), IB-201, Sector-III, Salt Lake City, Kolkata-700106** for the Financial Year 2023-24.

- whereas the mandate of the Ministry of Culture is to preserve and promote all forms of art and culture and is responsible for formulation of policies of the Government in relation to Indian Art, Culture and Heritage and also for the execution, monitoring and review of those policies and whereas the Eastern Zonal Cultural Centre (EZCC) has the mandate/objectives as prescribed under Clause 3 of its Constitution (MoA).
- This agreement is made this 28<sup>th</sup> day of July 2023 between MoC, as the first party and **Eastern Zonal Cultural Centre (EZCC), Kolkata**, an organisation 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 so as to complete the output targets.

To achieve this, the following deliverables are required:

**1. Budget/ Accounts**

- (i) Budget outlay for the year 2023-24 amounting to Rs.827.14 lakhs for carrying out organizational work. While incurring the expenditure, requisite approval of concerned FC/EB/GB or MoC as the case may be, will be obtained before executing the work. EZCC shall submit the Annual Report and Audited Accounts for the year 2022-23 to the Ministry of Culture before the end of November 2023.
- (ii) The CAG audit to be done for the year 2022-23 shall be completed by the Centre before August/September 2023.
- (iii) Provisional Utilization Certificate has been submitted to the Ministry in April-2023 and Final Utilisation Certificate will be submitted by November-2023 for the Financial Year 2022-23 and for the Financial Year 2023-24, quarterly provisional certificate will be submitted before seeking the next quarter grant.
- (iv) Outstanding CAG audit paras, Internal Audit Paras which are yet to be settled shall be disposed of by December 2023.
- (v) Inputs for preparations of EFC/SFC in accordance with the extant guidelines/instructions of Ministry of Finance shall be submitted as per directives of MoC.
- (vi) Monthly report in respect of financial and physical achievement in prescribed format shall be submitted to Ministry of Culture by 1st week of the month in which it becomes due. Any other periodic report asked by the Ministry shall also be submitted within the stipulated time.



## 2. Human Resource

- (i) The Centre shall review/ frame its Human Resource Policy and modify the same, if required with the approval of Competent Authority.
- (ii) The Centre will initiate necessary time bound action well in advance to fill up the vacant posts following the prescribed rules.
- (iii) DPCs will be conducted by the Centre within the stipulated time frame following the prescribed rules/ procedures.
- (iv) Pending vigilance cases (if any) shall be disposed off within the stipulated time following the prescribed rules by the Centre.
- (v) Training of the staff of the organization will be ensured as per the Staff Training Policy. Training Policy for the staff will be worked out and submitted to the Ministry of Culture by the Centre. For this purpose, a training calendar be designed in the beginning of the year. The centre will assess needs for skill development and create tailored training modules.
- (vi) Verification of appointments has been done by this office.

## 3. Legal Matters

Upto date court cases are updated in the website of Legal Information Management & Briefing System (LIMBS) and the information will be kept up to date.

## 4. Parliament Matters

- (i) Audited Accounts and Annual Report for the year 2021-22 has been placed before the Parliament. Audited Accounts and Annual Report for the 2022-23 will be placed on time. The report shall be sent by the Centre to MoC before end of November 2023.
- (ii) Fulfilment of all pending Parliamentary Assurances will be ensued within the stipulated time frame.
- (iii) Legislative matters, if any, will be taken up for approval of Parliament within the stipulated timeframe.
- (iv) Recommendations/suggestions of the Parliamentary Standing Committee (PSC) and such other Parliamentary Committees, if any, will be implemented from time to time with the approval of the appropriate authorities of the centre.

## 5. General

- (i) Mandatory meetings of all the Committees/ Sub Committees will be convened and conducted on time as the following schedule:

Programme Committee (for 2023-24)

Finance Committee  
Executive Board  
Board of Governors

Meeting for the year 2022-23 has been completed through circulation.

June/ July 2023  
June/ July 2023  
July/ August 2023

- (ii) C&AG's office will be requested to take up Performance Audit / Peer Review as per GFR provisions contained in chapter 9 rules 208(v) of the activities of the Centre for maintaining quality in academic work.
- (iii) Centre shall furnish/file mandatory returns/ report on time.
- (iv) Centre shall also furnish/upload certificate/ report on RTI portal as per the extant guidelines.
- (v) For disposal of Public Grievances/Complaints, Centre shall ensure that an effective grievance redressal mechanism is in place to ensure timely disposal of public grievances/complaints received through PG Portal or any other sources.
- (vi) The website of the Centre shall be updated, reviewed and revamped from time to time as per the government guidelines. MoA, Rules and Regulations, Service Bye-laws and recruitment Rules and amendments thereof have been uploaded on the website of the Organisation.
- (vii) The Centre shall ensure compliance with the Rajbhasa Policy as per directives received from MHA.
- (viii) Centre has taken up necessary steps to implement New Pension Scheme (NPS) as per the norms of the NPS.
- (ix) Centre shall upload data/ information of our organization on the web portal of Department of Expenditure, Ministry of Finance on time.
- (x) Centre has opened account in RBI for Treasury Single Account (TSA) System as per the extant guidelines of Ministry of Finance.
- (xi) Swachh Bharat campaign/ Programmes as well as cleanliness drive shall be taken up by the Centre as per instruction/ directions given by the Ministry.
- (xii) The Centre shall do an inventory of cultural mapping under the charge of the organization and submit the same to the Ministry.
- (xiii) The Centre has become active on social media like YouTube /facebook/Twitter etc. After the programme is held, photographs and videos are uploaded immediately alongwith the information on the programme. Centre shall also upload the programmes on Mobile Apps. Followers of the centre on the social sites have been enhanced to double from the present number of followers.
- (xiv) Centre will implement the following e-services:
  - (a) Public Financial Management System (PFMS) has been introduced w.e.f. 2018-19.
  - (b) Centre will create online system for application and utilization certificates,
  - (c) Centre has taken up necessary steps to "Treasury Single Account System" and necessary training has been imparted to the Accounts employees.
  - (d) Centre will prepare and upload its publications online which would cover both free and paid access to these e-books.
  - (e) The organization will be active on the My Gov platform for inviting suggestions, ideas regarding its activities during the year.
  - (f) Centre will provide archival material on intangible culture to IGNCA.
  - (g) Centre will provide promotional documentary films to DD Bharati and also make an inventory of films.
  - (h) Vision and Mission document will be prepared by the Organisation and uploaded on the website.



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

- i. Implementation of the recommendations of Aiyar Committee.
- ii. Implementation of e-governance, introduction of online application for all schemes, creation of online data bank of artistes and their enrolment for different schemes & programmes, publicity of proposed cultural events through social media like You Tube, Twitter, Facebook etc., Digitization of documentation of folk and tribal art forms and uploading it on the website etc.
- iii. Creation of online system for application and utilization certificates
- iv. Creation of online system of accounting
- v. Review of investment of Corpus Fund by the Finance Committee and Executive Board as per conditions of grant of Government of India.
- vi. To take suitable steps for development Tally ERP-9 package.
- vii. Repair and renovation of buildings of EZCC.
- viii. Organising talent search programmes.
- ix. The Centre has taken up steps to enhance internal revenue generation - at least 10% (excluding interest from corpus) over the preceding year 2021-22.
- x. Implementation of Swachh Bharat Campaign, Ek Bharat Shrestha Bharat and Azadi Ka Amrit Mahotsav programmes.
- xi. To assess the needs for skill development and create tailored training modules.
- xii. Action has been initiated for Implementation of New Pension Scheme.
- xiii. Administrative Division in the Ministry may put in place a system of extreme or internal peer review of the ZCCs every three or five years depending on the size and volume of work of the organisation in terms of GFR 229(ix) and further release of grant to the organisation shall depend on the outcome of such review.

  
Signature on behalf of MoC

राजेन्द्र सिंह खिची / R.S. KHICHI  
उप सचिव / Deputy Secretary  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi

  
Director  
Eastern Zonal Cultural Centre  
Ministry of Culture  
Government of India

**Memorandum of Understanding (MoU) for the Year 2023-24  
Monthly Expenditure Plan (MEP) in r/o ZCCs for 2023-24**

Items (activities)	Ceiling of Budget in terms of %	Physical Targets (Yearly)	Financial Target (Yearly)	Apr-23		May-23		Jun-23		Jul-23		Aug-23		Sep-23		Oct-23		Nov-23		Dec-23		Jan-24		Feb-24		Mar-24			
				Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin
Folk	22%	110	274.25	0	4.44	0	23.46	0	23.46	0	23.46	0	23.46	0	23.46	0	23.46	0	23.46	0	23.46	0	23.46	0	23.46	0	23.46	0	
				0	6.22	0	7.36	0	7.36	0	7.36	0	7.36	0	7.36	0	7.36	0	7.36	0	7.36	0	7.36	0	7.36	0	7.36	0	7.36
Total	3%	108	76.11	0	3.83	0	6.75	0	6.75	0	6.75	0	6.75	0	6.75	0	6.75	0	6.75	0	6.75	0	6.75	0	6.75	0	6.75	0	
				0	0.77	0	1.17	0	1.17	0	1.17	0	1.17	0	1.17	0	1.17	0	1.17	0	1.17	0	1.17	0	1.17	0	1.17	0	1.17
Vanshraj Art Forms	5%	108	35.82	0	1.77	0	3.68	0	3.68	0	3.68	0	3.68	0	3.68	0	3.68	0	3.68	0	3.68	0	3.68	0	3.68	0	3.68	0	
Schemes of ZCCs	2%	103	14.20	0	6.72	0	1.22	0	1.22	0	1.22	0	1.22	0	1.22	0	1.22	0	1.22	0	1.22	0	1.22	0	1.22	0	1.22	0	
NE activities including OCTAVE	9%	2	82.00	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-		
Important Domestic Festivals of member States	0%	108	63.81	0	1.18	0	6.69	0	6.69	0	6.69	0	6.69	0	6.69	0	6.69	0	6.69	0	6.69	0	6.69	0	6.69	0	6.69	0	
Classical	7%	106	49.74	0	0.84	0	4.42	0	4.42	0	4.42	0	4.42	0	4.42	0	4.42	0	4.42	0	4.42	0	4.42	0	4.42	0	4.42	0	
Subschemes of MAC Pension (ICZCC), CPPOS (ICZCC)	2.5%	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-		
Tagore fellow Scholarships (ZCC with scholars' fellow)	2%	62	41.80	7	0.10	5	3.05	5	3.05	5	3.05	5	3.05	5	3.05	5	3.05	5	3.05	5	3.05	5	3.05	5	3.05	5	3.05	5	
Shriyanti Kaligram activities	15%	48	63.04	4	3.04	4	5.44	4	5.44	4	5.44	4	5.44	4	5.44	4	5.44	4	5.44	4	5.44	4	5.44	4	5.44	4	5.44	4	
Mac/ Local Requirements	10%	35	18.00	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-		
<b>Total</b>	<b>100%</b>	<b>1012</b>	<b>620.00</b>	<b>81</b>	<b>20.74</b>	<b>81</b>	<b>61.62</b>	<b>81</b>	<b>62.42</b>	<b>80</b>	<b>64.42</b>	<b>85</b>	<b>64.42</b>	<b>85</b>	<b>64.42</b>	<b>85</b>	<b>64.42</b>	<b>80</b>	<b>64.42</b>	<b>85</b>	<b>64.42</b>	<b>87</b>	<b>76.46</b>	<b>86</b>	<b>146.42</b>	<b>85</b>	<b>84.96</b>	<b>85</b>	<b>85.78</b>
<b>Svechh Shal Ashray</b>	<b>100.0%</b>	<b>18</b>	<b>7.14</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>1</b>	<b>0.20</b>	<b>2</b>	<b>0.50</b>	<b>2</b>	<b>0.50</b>	<b>2</b>	<b>0.50</b>	<b>2</b>	<b>0.50</b>	<b>2</b>	<b>0.50</b>	<b>2</b>	<b>0.50</b>	<b>2</b>	<b>1.00</b>	<b>2</b>	<b>1.00</b>	<b>2</b>	<b>1.00</b>	<b>2</b>	<b>1.50</b>

Expenditure to be limited to budget ceiling indicated. ZCCs are not allowed to go beyond the ceiling limit without prior approval of Ministry of Culture.

Whenever, Tagore Fellow/ Scholars are enrolled in a ZCC, 2% budget will be utilized for Vanshraj Art Form.

Misc & local requirements are kept for any exigencies or events of important nature which are proposed either by Central or State Governments.

Expenditure on schemes are meant for ICZCC & ICZCC other ZCCs can utilize the fund for Visual Arts/Crafts under Folk head.

Quarterly fund will be released to ZCCs based on MoU and ceiling of budget adhered to.

ZCCs are directed to place the MoU in their respective Programme Committees.

note:

1] Schemes of MAC (Pension, CPPOS) fund will be used for Guru Shiksha Parampara (5 schemes)

2] Above mentioned schemes and Misc/local requirements have been included in all 4 quarters - however, this is subject to change and availability of fund.