

F.No. 23-08/2023-GHSM
Government of India
Ministry of Culture
GHSM section

5th Floor, Puratatva Bhawan, INA,
New Delhi dated 3rd August, 2023

To

Director,
Gandhi Smriti and Darshan Samiti(GSDS),
Rajghat, New Delhi

Subject:- Memorandum of Understanding between GSDS and Ministry of culture for the year 2023-24-reg.

Sir,

I am directed to refer to the above cited subject and to state that the Memorandum of Understanding between GSDS and Ministry of Culture containing a matrix format depicting physical and financial targets etc. for the year 2023-24, has been signed.

2. GSDS is advised to carry out the activities and programmes as per MoU 2023-24. The details of spending of every activity and justifications of its unit cost are also shown in the Matrix format of the MoU 2023-24. Although, GSDS has given justification for unit cost of expenditure on every activity, yet they are advised to spend the funds judiciously and by abiding with the relevant provisions of GFR, 2017 and orders/guidelines issued by Government from time to time irrespective of how the unit cost is derived.

Further, it is requested that an action Taken Report on all the activities undertaken as per MoU 2023-24, should invariably be submitted on quarterly basis.

Yours faithfully

Encl:- As above

((B. Asha Nair)

Under Secretary to the Govt. of India
Ph no. 011-24610135

Memorandum of Understanding for the Financial Year 2023-24

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi & the Gandhi Smriti and Darshan Samiti, 5, Tees January Marg, New Delhi-110011 (hereinafter called GSDS or Samiti) for the Financial year 2023-24.

1. This agreement to be made this 3rd day of Aug 2023 between the Ministry of Culture, as the first party and GSDS, an autonomous organization under the Ministry of Culture, hereinafter called the second party.
2. **The Ministry of Culture has the following mandate:**
 - i. To nominate members in the various committees of the organization as per the provisions made in its Memorandum of Association (MoA).
 - ii. To release annual grants as per the funds allocation made by the Parliament.
 - iii. To monitor its various activities as provided in its MoA.
 - iv. To lay the Annual Report and Audited Annual Accounts of the organization on the Table of both the Houses of Parliament within the prescribed time schedule.
3. **The Gandhi Smriti and Darshan Samiti have the following mandate:**
 - i. To plan and carry out activities for the promotion of Gandhian ideals and philosophy.
 - ii. To keep Gandhi Smriti and Darshan Samiti open for public as per standard rules related to museum and maintain it to provide maximum convenience to visitors.
 - iii. Promote Audience Development and Museum Management Framework in both Gandhi Smriti Museum and Gandhi Darshan Exhibition.
 - iv. Promote initiatives to create awareness on the life and message of Mahatma Gandhi through educational media like exhibition, films, Gandhiana, posters, and different forms of Art, Culture and Technology.
 - v. To develop and preserve a library of books including rare books, literature, photographs, films and documents etc.

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अवर सचिव / Under Secretary
संस्कृति मंत्रालय / Ministry of Culture
भारत सरकार / Govt. of India
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डॉ. ज्वाला प्रसाद / Dr. Jwala Prasad
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- vi. To collect, preserve and exhibit important relics of Mahatma Gandhi.
- vii. Promotion of volunteerism for Gandhian work and betterment of the society.
- viii. Focus on empowering the marginalized through different activities related to philosophy and ideals of Mahatma Gandhi.
- ix. Developing capacities of children, youth, women and other groups for imbibing Gandhian values and work to bring attitudinal changes/development through practical applications of Gandhian philosophy.
- x. To restore, protect and manage both the complexes at Gandhi Darshan and Gandhi Smriti and all movable and immovable properties therein according to requirement.
- xi. To bring publication for various sections of people to enhance their knowledge about Mahatma Gandhi and the values he propagated.
- xii. To conduct inter-disciplinary research on Gandhian philosophy in the context of contemporary issues.
- xiii. Encourage and promote Gandhian perspectives on education and facilitate education for peace, ecological security, equality and justice.
- xiv. To work extensively with different Universities and Academic Institutions for better and in-depth understanding of Mahatma Gandhi and Gandhian philosophy.
- xv. Empowerment of the weaker sections of the society through vocational training programmes and other livelihood initiatives as part of Gandhian constructive work.
- xvi. Respond and work to address challenging problems of the society.
- xvii. Involving different stakeholders to work for a culture of collective living, collective working, peace and nonviolence.
- xviii. Reaching the unreached with the life and message of Mahatma Gandhi especially in far flung areas.
- xix. To undertake such other activities and to do all the foregoing mandate and to cooperate and seek cooperation from other institutions for the aforesaid purposes.

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4. Budget/Accounts

(i) Budgetary outlay for the year 2023-24 amounting to Rs. 1560.00 lakh is allotted to Gandhi Smriti and Darshan Samiti for carrying out organizational work. Expenditure is to be ensured as per targets given below in accordance with GFR Rule 229 (xi).

(a) The financial targets/achievements will be reviewed quarterly.

(Rs. in lakhs)

Head	Budget Estimate	Expenditure up to end of first quarter	Expenditure up to end of second quarter	Expenditure up to end of third quarter	Expenditure up to end of fourth quarter
Revenue	1560.00	378.76	400.33	382.55	398.36
Capital	Nil	Nil	Nil	Nil	Nil

(b) Month-wise physical and financial targets

Details of physical targets that the GSDS proposes to achieve through its round the year activities/programs as per Matrix Format which are subject to approval of the Competent Authority are enclosed at **Annexure-I**.

Total allocated budget is Rs.1560.00 lakh

(Rs. in lakhs)

Head	Budget Estimate (inRs.)	Expenditure up to end of first quarter			Expenditure up to end of second quarter		
		390.00			390.00		
		April	May	June	July	Aug	Sep
Revenue	1560.00	122.06	113.74	142.96	121.65	129.65	149.60
Capital	Nil	Nil			Nil		

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(Rs. in lakhs)

Head	Budget Estimate (in Rs.)	Expenditure up to end of third quarter			Expenditure up to end of fourth quarter		
		390.00			390.00		
		Oct.	Nov	Dec.	Jan.	Feb.	March
Revenue	-	142.20	125.35	115.00	162.48	121.28	114.60
Capital	Nil	Nil			Nil		

Disbursement of funds/expenditure is subject to compliance of Govt. of India's orders in this regard from time to time.

(c) **Unit-wise cost of activities-** As per Annexure-I.

- The time and venue of programme may change in accordance with convenience of collaborating partner.
- The average budget/person/day in each programme has been calculated. This will be multiplying factor for each of programme and budget will be dependent on this multiplying factor.
- The Vice-Chairman and Director may take up new and need based programmes within their financial power after the approval of Programme Committee/Finance Committee as the case may be.

(d). **Revenue & Capital budgetary outlay for 2023-24.**

(Rs. in lakhs)

Head	Sub-Head	Budget outlay
Revenue	Salary - Rs. 1050.00	Rs.1560.00
	General - Rs. 450.00	
	CCA - Rs. 50.00	
	SAP-Gen- Rs. 10.00	
	Total Rs.1560.00	
Capital	Nil	Nil

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- i. The Annual Account for the year 2022-23 to be prepared on time and sent to the CAG by 30th June, 2023.
- ii. GSDS shall provide status report of all pending CAG audit paras/parliamentary assurances on monthly basis. If above report is not received within the stipulated time, monthly grant released by the Ministry to GSDS will not be processed.
- iii. Ensure timely submission of utilization certificates and account of unspent balance for the year 2023-24. During 2022-23 also all the UCs were submitted in time.
- iv. To dispose of all pending CAG audit paras: There are 23 audit paras/sub-paras of past many years which have been pending. Replies have already been sent and efforts are being made to settle remaining outstanding paras at the earliest. Further efforts will be made to settle the same in next Transaction Audit which was last conducted in March 2018.
- v. To prepare and send to the Ministry the Annual Report and Audited Annual Accounts for the years 2022-23 by 30th November, 2023.
- vi. Online system for submitting application and Utilization Certificates have been developed. Also PFMS System has been implemented.
- vii. Online system of accounting is operative by now.

Details of proposed/implemented activity is as under:

Activity	
GPF payments processed online as PFMS has been implemented	
Balance sheet and final accounts are prepared digitally	

- viii. The Executive Committee of the GSDS shall review user charges/source of internal revenue generation at least once in a year; and this exercise should preferably be completed by the month of September every year.
- ix. GSDS shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government. It is being placed regularly. It is being done regularly.



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- x. GSDS shall designate an appropriate level officer to render financial advice whose Concurrence should be obtained for sanction and incurring of expenditure. AO(I/C) has been designated for the same.
- xi. An external or internal peer review of the GSDS every three year or of five year depending on the size of the Autonomous Body in terms of GFR 229 (ix), and further release of grant to GSDS shall depend on the outcome of such review. It has been done by National Productivity Council (NPC).
- xii. Performance parameters, output targets in term of details of program of work requirements should clearly be spelled out in the MoU. Further, the output targets, given in measurable units of performance should form the basis of budgetary support extended to the GSDS. The roadmap for improved performance with clear milestones should form part of the MoU. The month wise details are annexed.
- xiii. GSDS shall account for revenue and capital expenditure separately. GSDS shall maintain and present their annual accounts/final accounts in the standard prescribed format by the Government. It is being maintained regularly.
- xiv. While seeking grants from the Ministry, the GSDS shall provide the information in the prescribed format by the IFD and the Administrative Division of MoC shall process the proposal on quarterly basis indicating the month-wise proposed release amount during the quarter. However, the Administrative Division of MoC will release the concurred amount on monthly basis. It is being done.
- xv. All interests or other earnings against GIA or advances (released to GSDS) shall be mandatorily remitted to CFI, immediately after finalization of accounts. Such advances shall not be allowed to be adjusted against future release. It is being adjusted in unspent balance during release of the grant.
- xvi. GSDS should take advantage of the pension or gratuity schemes or group insurance schemes or house building loan schemes or vehicle loan schemes etc. available in the market for employees instead of undertaking liability own their own or Government account. It is being complied.
- xvii. GSDS shall adhere to the time schedule prescribed under **Rule 237 of GFR 2017** for submission of annual accounts and Annual Report. It is being followed.



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- xviii. GSDS shall submit UC in the prescribed format along with the reports regarding performance/targets achieved, out come, etc. in accordance with new UC format (GFR 12-A) The UC shall disclose separately the annual expenditure incurred and the funds given to suppliers of stores and assets, to construction agencies, to staff for (HBA and purchase of conveyance) which do not constitute expenditure at that stage but have been met out of Grants and are pending adjustments. These shall be treated as unutilized grant allowed to be carried forward. Timely UC in prescribed forms are being submitted.
- xix. The GSDS will maximize internal resources and eventually attain self-sufficiency. To achieve this, the GSDS should target internal revenue generation atleast 30 per cent of the total budget of the GSDS, and the physical and financial targets should be in line with this. 30 per cent of increased salary as per 7th CPC for serving staff are being met.
- xx. The actual expenditure by GSDS on the activities shall be subject to the availability of fund. While incurring the expenditure, GSDS shall adhere to the GFRs provisions besides other instructions of the Government issued from time to time. GPR is being followed.

5. Human Resource

i. Training Programme of the staff of the organization as per the Staff Training Policy to be conducted during the year 2023-24 with the help of ISTM/reputed Universities/Government Institutions along with Director, Administrative Officer, Programme Officer and others as per following subject/topics:

- 1) Training of Hindi Noting, Drafting etc.
- 2) Establishment Rules
- 3) Organisational Behaviour in Govt.
- 4) Reservation in Services for SC/ST/OBC
- 5) Training in Museum Management
- 6) Training in Awareness Workshop in Prevention of Sexual Harassment
- 7) Capacity building training for staff including Computer, Languages, Photography, etc.
- 8) Capacity building in research methodologies
- 9) Different other dimensions of Gandhian philosophy



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- ii. Vacancies in different ranks in the Organization will be filled up following the due procedure. After review of manpower assessment and approval of Ministry of Finance, restructuring of GSDS will be implemented.
- iii. All DPC's for the year to be conducted as per extent Rules and Regulations/Bye-Laws of the Samiti and Government guideline in this regard.
- iv. No vigilance case is pending. However, in future if there is any, the same would be dealt with as per rules.

6. Legal Matters:

- i. Amendments to the Memorandum of Association and Rules & Regulations of the Samiti to be carried out, as and when required, with the approval of Gandhi Smriti and Darshan Samiti (the Samiti).
- ii. Amendments to the Bye-Laws of the GSDS will be done, as and when required, with the approval of Gandhi Smriti and Darshan Samiti (the Samiti). The meeting of the Samiti is conducted on the direction of the Prime Minister's Office.
- iii. There are three court cases pending, one in lower courts and two in High Court. The details which have already been uploaded in Legal Information and Briefing System (LIMBS) portal of the Ministry of Law and Justice. The same will be updated as and when required

7. Parliament Matters

- i. The Audited Accounts and Annual Report for the year 2022-23 to be placed before the Parliament during the winter session.
- ii. There are no Parliamentary Assurances pending in GSDS. However, due care will be taken in case of occurrence of the same in future.

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iii. Implementation of recommendations made by the Parliamentary Committee in its various reports to be ensured in a time bound manner and reported to the Ministry.

iv. Legislative matters, if any, to be taken up for approval of Parliament with approval of the competent authority.

8. General

i. Assessing the need for skill development and preparing training modules accordingly.

ii. Holding of mandatory meetings of various Committees/Sub-Committees as per the schedule given below:

Name of the Committee	Periodicity of the meeting	Month in which meeting to be held (tentative)	Remarks
General Body (the Samiti)	Annual	As and when PMO decides	
Executive Committee	Quarterly	June, September, December, 2023 and March, 2024.	Proposed to be conducted at the convenience of Chairman, EC/VC, GSDS
Finance Committee	Quarterly	June, September, December, 2023 and March, 2024.	Proposed to be conducted at the convenience of JS/MS
Programme Committee	Annually and whenever required.	At the beginning of the Year to chalk out and approve programmes.	The meeting has already been conducted
Cell against Sexual Harassment	As and when required.	As and when required	As and when required
Rajbhasha Samiti	Quarterly	June, September, December, 2023 and March, 2024.	Proposed to be conducted

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- iii. Performance audit of GSDS:- Performance audit of GSDS by a reputed institution/external experts like National Productivity Council/University/Institution of repute would be conducted as and when required.
- iv. Ensure timely disposal of all the applications and appeals received under the RTI Act 2005. Quarterly returns should be uploaded on the portal of CIC.
- v. Ensure timely disposal of public grievances.
- vi. Ensure submission of Monthly Reports of expenditure and activities to the Ministry for inclusion in the Monthly D.O. letter to Cabinet Secretariat by 5th of each month.
- vii. Ensure compliance of Raj Bhasha Policy. 90% work being done in Hindi.
- viii. Ensure timely submission of inputs for Cabinet Memos.
- ix. Mandatory Returns and Reports for the year to be filed as per schedule given below:-

Mandatory Returns and Reports	Periodicity		
	Monthly	Quarterly/ Half Yearly	Annually
Monthly D-O to Cabinet Secretary –reg.	Monthly		
Monthly reports on review of mechanisms to ensure probity among Govt. servant- reg.	Monthly		
Monitoring of DPC cases in the Samiti	Monthly		
Monthly Expenditure Report	Monthly		
RTI Return		Quarterly	Annually
Deputation of officials abroad		Quarterly	
Statistical Report regarding complaints and vigilance cases.		Quarterly	
Progress Report regarding examination of Civil works costing more than Rs. 1.00 crore by CTE organization (Vigilance).		Quarterly	

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Progress report on Redressal of Public Grievances.		Quarterly	
Position of Disciplinary Cases		Quarterly	
Submission of report on the status of disciplinary proceedings and filling up vacancies under Central Staffing Scheme in respect of officers of Deputy Secretary; and above level.		Quarterly	
Prime Minister's New 15 points programme for the welfare of minorities measure to give special consideration to minorities in recruitment—annual report.		Half Yearly	
Report on Implementation of Rajbhasha Policy	Monthly	Quarterly	

9. Specific issues related to Gandhi Smriti and Darshan Samiti:

9 (a)

- Ensure implementation of the recommendations/decisions of the Samiti and the Executive Committee.
- Strengthen publishing unit to look after its regular publication and visualizing new publications by 30th September, 2023.
- Undertaking periodic inventory of the publications by 30th September every year.
- Undertaking inventory of cultural spaces under the charge of GSDS.
- Extensive use of social media such as Twitter, Youtube etc. Information about activities and programmes are to be updated regularly.
- Planning various programmes for commemoration of 75th Anniversary Celebrations of India's Independence
- Improvement of the site museums at both campuses.
- Ensure disabled friendly campuses.



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9. (b)

- i. Timely conduct of the monthly activities to achieve monthly targets indicated in the enclosed **Annexure-II** for the year 2023-24 shall be ensured. The cost of expenditure shown in the Annexure-II of the MoU has been estimated on the basis of average expenditure incurred in the past years. Actual expenditure on each activity shall however, be subject to the availability of funds in the allocated budget to the organization and compliance to the GFR provisions besides adherence to the economy measures as issued by Ministry of Finance from time to time. The cost may be invariance of 10-15% so 10-15% in matrix head variance may be considered during implementation of activity/programme. The GSDS has proposed to conduct various activities in collaboration of other like-minded organizations. All possible efforts will be made to adhere to the financial provisions and time-line as committed in detailed calendar of events and activities as enclosed at Annexure-II. However, there could be variations in these components on account of unforeseen circumstances on the part of the GSDS and collaborating organizations. If physical targets are achieved in time, allocation additional funds could be considered to conduct more activities. Any shortfall in targets may attract withdrawal/reduction in the budgetary support.
- ii. Each activity with its physical and financial targets indicated in the Annexure-I of the MoU may be linked to the concerned object heads of the budgetary outlay for the year 2023-24 so that the physical and financial progress could be monitored with reference to the budgetary allocations under each object head.

Note:- Key Targets given in enclosed Annexure-I


Signed on behalf of
Ministry of Culture, Government of India
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संस्कृति मंत्रालय / Ministry of Culture
(B. Asha Nair)
नई दिल्ली / New Delhi
Under Secretary, GHSM, MoC

Date: 03 August 2023

Place: New Delhi


Signed on behalf of
Gandhi Smriti and Darshan Samiti
(Dr. Jwala Prasad)
Director, GSDS
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Key Targets for Gandhi Smriti and Darshan Samiti.

Sl.	Item	Minimum Targets
1.	Programmes for children	55
2.	Programmes for youth	17
3.	Programmes for women	7
4.	Other programmes-Training/Workshops etc.	40
5.	Audience development and visitor's engagement activities	Spread throughout the year
6.	Publications	a. Monthly publication of Antim Jan; b. 12 Books and, c. Reports of different programmes and causes.
7.	Research and Internship Programme	5 Interns to be engaged for different job profiles in GSDS.
8.	Exhibition	1 Exhibitions
9.	Library upgradation	d. Upgradation and digitization of library cataloguing system; e. Complete digitization of library.
10.	Capacity Building Training for GSDS Staff	2
11.	Laying of the Audited Accounts and Annual Reports on the tables of both the Houses of Parliament.	2021-22 reports and Accounts to be laid as per timeline of Ministry of Culture.
12.	Organizing Hindi workshops/meetings.	5



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13.	Cultural Activities	1. Dramas	1
		2. Musical functions	
		3. Film shows	
14.	Increase presence in Social Media.	Uploading of activities of GSDS through social media.	Research activities and organization of seminars & symposiums are to be uploaded in social media.
15.	The Recruitment Rules for all the staff to be reviewed and vacancies filled.	As and when required.	
16.	Audited Accounts and Annual Report for the year 2022-23.	To be sent to the Ministry for placing before the Parliament by 31 st December 2023.	
17.	Adequate steps should be taken to enhance the skill-set of GSDS staff.	To be implemented.	
18.	Inventory of cultural spaces under charge of GSDS.	To be completed during the year.	
19.	Create online system for application of various services.	To be completed during the year.	
20.	Identification of GSDS land and building and maintenance of asset register.	Register is being updated regularly and relevant information sent to the Ministry.	
21.	Need to update the GSDS website as per discussion with the MoC IT Cell	To be implemented	

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डॉ. जवाहर प्रसाद / Dr. Jwala Prasad
निदेशक / Director
गान्धी स्मृति एवं दर्शन समिति
Gandhi Smriti and Darshan Samiti
नई दिल्ली-110002 / New Delhi-110002

22.	Organise National Youth Conclave by calling youth participation from different parts of India. The Ministry of Youth Affairs can be made a collaborative partner for the same.	To be implemented
23.	Procedure of obtaining CSR fund may be expedited	To be completed during the year.
24.	Updation of the Gandhipedia and books of Mahatma Gandhi in consultation with Shri S.C. Barmma	To be implemented



जीएचएसएम / GHSM
अवर सचिव / Under Secretary
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