Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi & National Mission on Libraries, Shastri Bhawan, New Delhi for the financial year 2014-15

1.This agreement made this ..2nd.... day of ...June... month 2014 between the **Ministry of Culture, Government of India** as the first party and **National Mission on Libraries (NML), Shastri Bhawan, New Delhi** established by the Ministry of Culture, hereinafter called the second party.

2. Whereas the Ministry of Culture have the mandate to fully finance the NML being the agency to ensure sustained development of libraries in the country.

3. And where the National Mission on Libraries have the following mandate to function as an organization under the Ministry of Culture, Government of India :-

NML will implement the following projects for development of libraries and promotion of library services:

(i) Creation of National Virtual Library of India,

(ii) Setting up of NML Model Libraries,

(iii) Quantitative & Qualitative Survey,

(iv) Capacity Building.

Purpose of the MOU

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

To achieve this, the following deliverables are required;

1. **Budget / Accounts**

(i) Budgetary outlay for the year 2014-15 amounting to Rs. 7000 lakh under under Plan including North Eastern Estates and Tribal Sub-Plan is being allotted to NML for carrying out project related work. Expenditure is to be ensured.

(ii) The Annual Accounts for the year 2013-14 is ensured to have to be prepared on time (i.e. by 30th June, 2014) by Raja Rammohun Roy Library Foundation(RRRLF), Kolkata . Thereafter the Accounts will be forwarded to C&AG for undertaking audit by them after being passed by the Apex Committee of RRRLF, Kolkata;

(iii) The CAG audit, to be done, for the year 2013-14 will be ensured in time;

(iv) Utilization certificate for entire plan grants will be submitted to the Ministry;

(v) Constant monitoring of Accounts and expenditure through Internal Audit Mechanism;

2. Human Resource

(i) Human Resource Policy for the Organization will be framed on receipt of approval for creation of the posts.
(ii) The Recruitment Rules for all the Cadres will be framed on receipt of approval for creation of the posts from the Competent Authority.
(iii) The process for filling up vacancies will be initiated on time approval for creation of the posts.
(iv) Vigilance cases, if any, will be disposed off on time and as per rules.
(v) Training of the staff of the organization will be ensured as per the Staff Training Policy. A training calendar will be designed in the beginning of the year.

3. Legal Matters

(i) Monitoring of the court cases and related matters will be ensured.

4. Parliament Matters

(i) The Audited Accounts and Annual Report for the year 2013-14 will be placed before the Parliament immediately on receipt of Audited Accounts from C&AG and after being passed by the Apex Body of Raja Rammohun Roy Library Foundation, Kolkata.
(ii) Fulfilment of all pending Parliamentary Assurances will be ensured.
(iii) Legislative matters, if any, will be taken up for approval of Parliament.

5. General

(i) Mandatory meetings of all the Committees/Sub-Committees will be convened and conducted on time.
(ii) Mandatory Reports and Returns for the year will be filed on time.
(iii) Disposal of all the applications and appeals under the RTI Act, 2005 will be ensured as per time schedule in RTI Act.
(iv) Disposal of public grievances will be ensured. Effective Grievance Redressal Mechanism will be set up on emergent requirement. Existing policy will be reviewed.
(v) Website will be reviewed and revamped, if necessary.

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

(i) Approval for creation of the posts for NML required for smooth implementation of the projects has not been received.

Signature on behalf of MOC

2/6/14

(Ms. Monali P. Dhakate)
Director (Libraries)
Ministry of Culture, Govt. of India

Signature on behalf of the Organisation

(K.K. Banerjee)
Director General, RRRLF &
Mission Director, National Mission on Libraries

National Mission on Libraries
Ministry of Culture, Government of India

Key Performance Indicators

Sl. No.	Subject	Target		Rating			
1	**Budget/Accounts**						
	Budgetary Outlay	**Non-Plan**		**Plan**	**North East (Plan)**	**Tribal Sub-Plan**	
			(Rs. in lakh)	(Rs. in lakh)	(Rs. in lakh)	(Rs. in lakh)	
		General		6200.00	300.00	200.00	
		Salary		-	-	-	
		Capital		300.00	-	-	
				7000.00			
				Excellent	Very Good	Good	Poor
	Annual Report	30/11/2014		30/11/2014	15/12/2014	31/01/2014	28/02/2015
	CAG Audit	31/10/2014		30/09/2014	31/10/2014	30/11/2014	31/12/2014
2	**Human Resource**						
	Human Resource Policy	Will be framed on receipt of approval for creation of the posts					
	Recruitment Rules	Recruitment Rules will be framed on receipt of approval for creation of the posts					
	Vacancy Position	NA					
	DPCs	NA					
	Vigilance Matters	On case being reported					
	Training of Staff						
	Website content management Training	Already provided					
	Training on digitalization	30.09.2014		31.12.2014	31.01.2015	28.02.2015	31.03.2015
	IT implementation in libraries	30.09.2014		31.12.2014	31.01.2015	28.02.2015	31.03.2015
3	**Legal Matters**						
	Monitoring of Court Cases	On case being reported					
4	**Parliament Matters**						
	Audited Accounts to be placed before Parliament	30/11/2014		30/11/2014	15/12/2014	30/12/2014	20/02/2015
	Fulfilment of Pending Parliamentary Assurances	No such case is pending					

	Legislative Matters	NA				
5	General					
	Mandatory Meetings of All Committees/Sub Committees conducted on time	At least twice a year				
	Performance Audit of the Organization by External Evaluator	NA				
	Mandatory Returns and Reports	Periodical Returns and Reports to MOC				
	Disposal of RTI Applications	30 days from the date of receipt as per rules of RTI Act 2005				
	Disposal of Public Grievances	As per rules				
	Website Upgradation	Monthly/Need based				

Signature on behalf of MOC

7/6/14

(Ms. Monali P. Dhakate)
Director (Libraries)
Ministry of Culture, Govt. of India

Signature on behalf of the Organisation

(K.K. Banerjee)
Director General, RRRLF &
Mission Director, National Mission on Libraries