

## MEMORANDUM OF UNDERSTANDING YEAR 2022-2023

Memorandum of Understanding between **Ministry of Culture (MoC), Government of India, Shastri Bhawan, New Delhi & South Zone Cultural Centre (SZCC), Thanjavur** for the Financial Year 2022-2023.

1. This agreement is made this 16<sup>th</sup> day of **Aug** 2022 between Ministry of Culture, as the first party and South Zone Cultural Centre, Thanjavur, an autonomous organisation under the Ministry of Culture, Government of India, hereinafter called the second party.

2. Whereas the Ministry of Culture have the following mandate:

- i. To preserve, promote and disseminate all forms of art and culture. In order to achieve this, the department undertakes the following activities:
- ii. Maintenance and conservation of heritage, historic sites and ancient monuments.
- iii. Administration of libraries.
- iv. Promotion of literary, visual and performing arts.
- v. Observation of centenaries and anniversaries of important national personalities and events.
- vi. Promotion of institutions and organizations of Buddhist and Tibetan Studies.
- vii. Promotion of institutional and individual non-official initiatives in the fields of art and culture.
- viii. Entering into cultural agreements with foreign countries.

3. And whereas **SZCC** has the following mandate:

The main objectives of the SZCC are preservation, promotion and dissemination of the folk / traditional / visual arts of the Zone. The Centre endeavours to develop and promote the rich diversity and uniqueness of various arts of the Zone and to upgrade and enrich consciousness of the people about their cultural heritage.

### Purpose of the MOU

- a). To achieve the organizational goals by optimum use of the funds available and proper functioning of the organisation.
- b). To achieve this, the following deliverables are required:

#### 1. Budget/ Accounts

- (i) Budget outlay for the year 2022-2023 amounting to **Rs.800.95 Lakhs** is being allotted to SZCC for carrying out organizational work. Expenditure is to be ensured;

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

**a. Proposed budget allocation with physical and financial targets:**

Sl.No	Item ( Activities)	Ceiling Budget in terms of %	Physical Targets ( Yearly)	Financial Target (Yearly) in Lakhs
Part: A: Fund allocated for programs/events (Lakhs)				
1	Folk Performing Arts	22%	4	176.00
2	Folk Visual Arts/ Crafts	12%	8	96.00
3	Tribal Performing Arts	3%	2	24.00
4	Tribal Visual Arts/Crafts	2%	2	16.00
5	Vanishing Art Forms	5.30%	4	42.40
6	Schemes of ZCCs	2%	4	16.00
7	NE Activities including OCTAVE	9%	3	72.00
8	Important Domestic Festivals of member States	9%	24	72.00
9	Classical	7%	8	56.00
10	Swachch Bharat Abhiyan	0.20%	3	2.55
Total –Part-A				572.95
Part: B: Fund allocated for Schemes & Shilpgram/Kalagram activities:				
11	Schemes of MoC Pension	1.50%	4	12.00
12	Tagore fellow/Scholarships (ZCC with scholars/fellow	2%	2	16.00
13	Shilpgram / Kalagram activities	15%	15	120.00
14	Misc./ Local Requirements	10%	40	80.00
<b>Total</b>		<b>100%</b>	<b>123</b>	
Total –Part-B				228.00
Total – (Part-A + Part-B) i.e Rs.572.95 + 228.00				<b>800.95*</b>

\* Scheme wise budget allocation only based on letter No: F.No.25-1/2022-ZCC, Ministry of Culture, Government of India ZCC Section dated 4<sup>th</sup> May 2022 (Allocation of funds to all the ZCCs for the financial Year 2022-23 / **SZCC allocation Rs.800.95 Lakhs**).

**b. Proposed Month-wise physical and financial targets:**

Month	Physical Target	% of expenditure	Financial Target (In Lakhs)
Apr. 22	5	04.20	18.00
May.22	8	10.27	81.00
June.22	7	06.77	31.60
July. 22	10	05.42	41.85
Aug. 22	12	10.05	89.45
Sep. 22	11	07.39	68.00
Oct. 22	11	05.60	51.60
Nov. 22	12	14.87	121.00
Dec. 22	11	06.78	66.60
Jan.23	13	07.72	65.85
Feb.23	13	12.95	105.00
Mar.23	10	07.98	61.00
<b>Total</b>	<b>123</b>	<b>100.00</b>	<b>800.95</b>

Note : The expenditure proposed above is as per various festivals being organized in Member States.

c. Total percentage of Plan expenditure to be met by internal revenue generation by SZCC: **NIL**.

d. Unit-wise cost of activities: **Details as per annexure-1**

- (ii) The Annual Report and Audited Accounts for the year 2021-2022 has to be prepared and sent to Ministry of Culture as per schedule given in Activity Calendar.
- (iii) The Administrative Division shall encourage SZCC to maximize internal resources and eventually attain self-sufficiency. To achieve this, administrative division may assign the target of internal revenue generation at least 30% of the total budget of the SZCC and accordingly the physical and financial targets may be given to the SZCC.
- (iv) SZCC shall submit UC in the prescribed format along with the reports regarding performance/targets achieved, outcome etc. in accordance with new UC format (GFR 12-A). The UC shall disclose separately the annual expenditure incurred and the funds given to supplier 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;

- (v). To dispose of all pending CAG Paras, Internal Audit Paras and PAC Paras and Internal Audit for Festivals of India.
- (vi). Submission of RE-BE/Annual Plan/Outcome Budget as per Activity Calendar;
- (vii). Quarterly Expenditure Plan (QEP), Targets achieved to be reported to MoC in time.
- (viii). Ensuring that the inputs for preparation of EFC/SFC are submitted on time.
- (ix). Settlement/Re-conciliation of Advances given by the Centre.
- (x). Administrative Division in the Ministry may put in place a system of external or internal peer review of the ZCCs every three or five years depending on the size and volume of work of the organization in terms of GFR 229 (ix) and further release of grant to the organization shall depend on the outcome of such review.

## 2. Human Resource

- (i) Human Resource Policy for the Organization to be framed/ reviewed.
- (ii) The Recruitment Rules (RRs) for all the Cadres to be framed/ reviewed with the approval of the Competent Authority.
- (iii) The process of filling up of vacancies in a time bound manner and also compliance of roster for OBC/SC/ST candidates/ holding of DPCs for promotion and MACPs.
- (iv) All pending vigilance cases to be disposed off on time and as per rules.
- (v) Training of the staff of the organisation to be ensured as per the Staff Training Policy. A training calendar to be designed in the beginning of the year and training schedule uploaded in the website. Training of staff in Budget and Accounts, Establishment Matters, Vigilance Matters, Office Procedure etc. in ISTM, NIFM etc. to be ensured.
- (vi) Verification of appointments made during the last 5-10 years has to be carried out by the centre. This process has to be completed by the Centre at the earliest.
- (vii) Implementation of New Recruitment Rules (RRs) for regularisation of existing staff with the approval of the Competent Authority.
- (viii) Constitution of Departmental Promotion Committee with the approval of the Competent Authority




### 3. Legal Matters

- (i) Amendments to the MoA to be carried out, if necessary with approval of Competent Authority.
- (ii) The bye-laws of the organisation to be framed /reviewed, if necessary.
- (iii) Monitoring and defending of the Court cases on behalf of Union of India.
- (iv) Online monitoring of Court Cases

### 4. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2021-22 has to be submitted to Ministry of Culture for laying in Summer Session.
- (ii) Timely submission of information for Parliament Questions, Parliamentary Assurances and Parliamentary Matters.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament.
- (iv) Ensuring implementation of recommendations/suggestions of the Parliamentary Standing Committee.

### 5. General

- (i) SZCC should designate an officer of appropriate level to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure. The financial limits up to which such concurrence is mandatory may be drawn up by the organization. The Chief Executive Officer of the organization will be responsible for overall financial management of the organization;
- (ii) Governing Body of the organization shall review User Charges/Sources of internal revenue generation at least once a year and inform the Administrative Ministry. This exercise should preferably be completed before the formulation of Union Annual Budget.
- (iii) Mandatory meetings of all the Committees/ Sub-Committees/Board to be convened and conducted on time
- (iv) The performance Audit/Peer Review shall be carried out as per GFR provisions contained in chapter 9 rule 208(v). Every two years a Performance Audit should be done by reputed institutions of the activities of the ZCCs. For maintaining quality in academic work, an appropriate peer review system may be put in place;
- (v) Mandatory Returns and Reports for the year to be filed on time.
- (vi) Disposal of public grievances, RTI applications to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed;
- (vii) Revamping of website and to make it bilingual (English & Hindi)
- (viii) Ensuring compliance of Rajbhasha Policy.
- (ix) Meeting the deadline for submission of RFD and ensuring its implementation.
- (x) Ensuring that inputs for Cabinet Memos are submitted on time.






- (xi) Festival of India will be conducted by each Zonal Cultural Centres in countries decided by the MoC.
- (xii) Ensuring that financial transactions through EAT Module under Public Financial Management System (PFMS) by the SZCC.
- ✓ (xiii) As per directions issued by the Ministry, ZCC concerned will immediately upload all the requisite details about the organization on the web portal of Department of Expenditure, Ministry of Finance meant for uploading/ updating of data on Autonomous Bodies.
- ✓ (xiv) As per instructions of Ministry of Finance, ZCC concerned must bring it under the Treasury Singly Account (TSA) at the earliest. In this regard, ZCC concerned may open the account in RBI and make necessary changes in PFMS in consultation with PAO, at the earliest.

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

1. To take suitable steps for development of Shilpgram.
2. Implementation of e-governance, introduction of online applications 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, Face book, Whatsapp etc., Digitization of documentation of folk, tribal & Visual art forms and uploading it on the website etc.
3. Review of investment of Corpus Fund by the Finance Committee and Executive Board as per conditions of grant of Government of India.
4. Repair and renovation of buildings of SZCC.
5. Organizing talent search programmes through Radio & TV channels.
6. Implementation of the recommendations of Alyar Committee.
7. Adoption and implementation of Service & Recruitment Rules.
8. Adoption of uniform MoA once it is circulated by the Ministry of Culture.
9. Implementation of Swachh Bharat Campaign.
10. To assess the needs for skill development and create tailored training modules.
11. Development of an inventory on cultural and performing spaces both in public and private sector in the Zone.
12. To identify and create e-services.
13. To create online system for application, Utilization Certificate and accounting.
14. Implementation of New Pension Scheme.
15. To Map the tangible/intangible cultural heritage of Member States.
16. My Gov-citizen engagement platform.
17. Timely conduct of the monthly activities to achieve monthly targets as indicated for the year 2022-2023 shall be ensured. The cost/expenditure 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. If physical targets are achieved in time, allocation of additional funds could be considered to conduct more activities. Any shortfall in the target may attract withdrawal/reduction in the budgetary support.

Each activity with its physical and financial targets indicated in the MOU may be linked to the concerned object heads of the Budget outlay for the year 2022-2023 so that the physical and financial progress could be monitored with reference to the budgetary allocations under each object head.



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



Signature on behalf of SZCC

(Dr. Deepak S. Khirwadkar)  
Director In-charge  
South Zone Cultural Centre  
Thanjavur -613004

## Annexure-1

## Unit-wise cost of activities:

No. of Progra mmes	Unit	Honorariu m to artists	TA/DA	Stage/ light/ Sound/ Stalls etc	Food & accommod ation	Transport	certificate /memento	Publicity	Docume ntation	Misc. exp	Total	Over all
4	Folk Performing Arts	1098000	1440000	550000	742500	1600000	25000	100000	250000	34500	4400000	17600000.00
8	Folk Visual Arts/ Crafts	450000	250000	75000	250000	60000	10000	50000	50000	5000	1200000	9600000.00
2	Tribal Performing Arts	183000	400000	330000	123750	50000	10000	50000	50000	3250	1200000	2400000.00
2	Tribal Visual Arts/Crafts	270000	150000	100000	150000	30000	8000	40000	40000	12000	800000	1600000.00
4	Vanishing Art Forms	0	0	0	0	0	0	0	1060000	0	1060000	4240000.00
4	Schemes of ZCCs	150000	90000	10000	45000	40000	20000	20000	20000	5000	400000	1600000.00
3	NE Activities including OCTAVE	402500	880000	330000	272250	140000	40000	100000	200000	35150	2400000	7200000.00
24	Important Domestic Festivals of member States	109800	90000	10500	60750	10000	2500	10000	3000	3450	300000	7200000.00
8	Classical	270000	150000	150000	60750	25000	2500	20000	10000	11750	700000	5600000.00
3	Swachh Bharat Abhiyan	12200	30000	0	6750	10000	3000	10000	8000	5050	85000	255000.00
4	Schemes of MoC Pension	150000	150000	0	0	0	0	0	0	0	300000	1200000.00
2	Tagore fellow/Scholarships (ZCC with scholars/fellow	150000	375000	10000	150000	40000	15000	15000	44000	1000	800000	1600000.00
15	Shilpigram/Kalagram activities	109800	240000	240000	74250	45000	10000	25000	50000	5950	800000	12000000.00
40	Misc./ Local Requirements	73200	50000	10000	49500	5000	2500	3800	5000	1000	200000	8000000.00
123	Programmes										Total	800950000.00

**Dr. Deepak Saktinwadhkar**  
Director In-charge  
South Zone Cultural Centre  
Thanjavur-4



**Memorandum of Understanding (MoU) for the year 2022-23 &  
Monthly Expenditure Plan (MEP) of SZCC for 2022-23**

Sl.No	Item ( Activities)	Ceiling Budget in terms of %	Physical Targets (Yearly)	Financial Target (Yearly)	Apr-22		May-22		Jun-22	
					Physical	Financial	Physical	Financial	Physical	Financial
1	Folk Performing Arts	22%	4	176.00	0	0.00	1	44.00	0	0.00
2	Folk Visual Arts/ Crafts	12%	8	96.00	0	0.00	1	12.00	0	0.00
3	Tribal Performing Arts	3%	2	24.00	0	0.00	0	0.00	0	0.00
4	Tribal Visual Arts/Crafts	2%	2	16.00	0	0.00	0	0.00	0	0.00
5	Vanishing Art Forms	5.30%	4	42.40	0	0.00	0	0.00	1	10.60
6	Schemes of ZCCs	2%	4	16.00	0	0.00	0	0.00	0	0.00
7	NE Activities including OCTAVE	9%	3	72.00	0	0.00	0	0.00	0	0.00
8	Important Domestic Festivals of member States	9%	24	72.00	2	6.00	2	6.00	2	6.00
9	Classical	7%	8	56.00	0	0.00	1	7.00	0	0.00
10	Swachch Bharat Abhiyan	0.20%	3	2.55	0	0.00	0	0.00	0	0.00
11	Schemes of Moc Pension	1.50%	4	12.00	0	0.00	0	0.00	1	3.00
12	Tagore fellow/Scholarships (ZCC with scholars/fellow	2%	2	16.00	0	0.00	0	0.00	0	0.00
13	Shilpigram/Kalagram activities	15%	15	120.00	1	8.00	1	8.00	1	8.00
14	Misc./ Local Requirements	10%	40	80.00	2	4.00	2	4.00	2	4.00
	<b>Total</b>	<b>100%</b>	<b>123</b>	<b>800.95</b>	<b>5</b>	<b>18.00</b>	<b>8</b>	<b>81.00</b>	<b>7</b>	<b>31.60</b>

  
 Director I/C  
 South Zone Cultural Centre  
 Thanjavur-4

**Memorandum of Understanding (MoU) for the year 2022-23 &  
Monthly Expenditure Plan (MEP) of SZCC for 2022-23**

Sl.No	Item (Activities)	Ceiling Budget in terms of %	Physical Targets (Yearly)	Financial Target (Yearly)	Jul-22		Aug-22		Sep-22	
					Physical	Financial	Physical	Financial	Physical	Financial
1	Folk Performing Arts	22%	4	176.00	0	0.00	1	44.00	0	0.00
2	Folk Visual Arts/ Crafts	12%	8	96.00	1	12.00	0	0.00	1	12.00
3	Tribal Performing Arts	3%	2	24.00	0	0.00	0	0.00	0	0.00
4	Tribal Visual Arts/Crafts	2%	2	16.00	0	0.00	0	0.00	0	0.00
5	Vanishing Art Forms	5.30%	4	42.40	0	0.00	1	10.60	0	0.00
6	Schemes of ZCCs	2%	4	16.00	0	0.00	1	4.00	0	0.00
7	NE Activities including OCTAVE	9%	3	72.00	0	0.00	0	0.00	1	24.00
8	Important Domestic Festivals of member States	9%	24	72.00	2	6.00	2	6.00	2	6.00
9	Classical	7%	8	56.00	1	7.00	0	0.00	1	7.00
10	Swachch Bharat Abhiyan	0.20%	3	2.55	1	0.85	1	0.85	0	0.00
11	Schemes of MoC Pension	1.50%	4	12.00	0	0.00	0	0.00	1	3.00
12	Tagore fellow/Scholarships (ZCC with scholars/fellow	2%	2	16.00	0	0.00	0	0.00	0	0.00
13	Shilpigram/Kalagram activities	15%	15	120.00	1	8.00	2	16.00	1	8.00
14	Misc./ Local Requirements	10%	40	80.00	4	8.00	4	8.00	4	8.00
	<b>Total</b>	<b>100%</b>	<b>123</b>	<b>800.95</b>	<b>10</b>	<b>41.85</b>	<b>12</b>	<b>89.45</b>	<b>11</b>	<b>68.00</b>

  
 Director I/C  
 South Zone Cultural Centre  
 Thanjavur-4

**Memorandum of Understanding (MoU) for the year 2022-23 &  
Monthly Expenditure Plan (MEP) of SZCC for 2022-23**

Sl.No	Item ( Activities)	Ceiling Budget in terms of %	Physical Targets (Yearly)	Financial Target (Yearly)	Oct-22		Nov-22		Dec-22	
					Physical	Financial	Physical	Financial	Physical	Financial
1	Folk Performing Arts	22%	4	176.00	0	0.00	1	44.00	0	0.00
2	Folk Visual Arts/ Crafts	12%	8	96.00	0	0.00	2	24.00	0	0
3	Tribal Performing Arts	3%	2	24.00	0	0.00	1	12.00	0	0.00
4	Tribal Visual Arts/Crafts	2%	2	16.00	1	8.00	0	0.00	0	0.00
5	Vanishing Art Forms	5.30%	4	42.40	1	10.60	0	0.00	1	10.60
6	Schemes of ZCCs	2%	4	16.00	1	4.00	0	0.00	0	0.00
7	NE Activities including OCTAVE	9%	3	72.00	0	0.00	0	0.00	1	24.00
8	Important Domestic Festivals of member States	9%	24	72.00	2	6.00	2	6.00	2	6.00
9	Classical	7%	8	56.00	1	7.00	1	7.00	1	7.00
10	Swachch Bharat Abhiyan	0.20%	3	2.55	0	0.00	0	0.00	0	0.00
11	Schemes of MOC Pension	1.50%	4	12.00	0	0.00	0	0.00	1	3.00
12	Tagore fellow/Scholarships (ZCC with scholars/fellow	2%	2	16.00	0	0.00	1	8.00	0	0.00
13	Shilpgram/Kalagram activities	15%	15	120.00	1	8.00	2	16.00	1	8.00
14	Misc./ Local Requirements	10%	40	80.00	4	8.00	2	4.00	4	8.00
	<b>Total</b>	<b>100%</b>	<b>123</b>	<b>800.95</b>	<b>11</b>	<b>51.60</b>	<b>12</b>	<b>121.00</b>	<b>11</b>	<b>66.60</b>

  
 Director I/C  
 South Zone Cultural Centre  
 Thanjavur-4



**Memorandum of Understanding (MoU) for the year 2022-23 &  
Monthly Expenditure Plan (MEP) of SZCC for 2022-23**

Sl.No	Item (Activities)	Ceiling Budget in terms of %	Physical Targets (Yearly)	Financial Target (Yearly)	Jan-23		Feb-23		Mar-23	
					Physical	Financial	Physical	Financial	Physical	Financial
1	Folk Performing Arts	22%	4	176.00	0	0.00	1	44.00	0	0.00
2	Folk Visual Arts/ Crafts	12%	8	96.00	2	24.00	0	0.00	1	12.00
3	Tribal Performing Arts	3%	2	24.00	0	0.00	1	12.00	0	0.00
4	Tribal Visual Arts/Crafts	2%	2	16.00	0	0.00	1	8.00	0	0.00
5	Vanishing Art Forms	5.30%	4	42.40	0	0.00	0	0.00	0	0.00
6	Schemes of ZCCs	2%	4	16.00	1	4.00	1	4.00	0	0.00
7	NE Activities including OCTAVE	9%	3	72.00	0	0.00	0	0.00	1	24.00
8	Important Domestic Festivals of member States	9%	24	72.00	2	6.00	2	6.00	2	6.00
9	Classical	7%	8	56.00	1	7.00	1	7.00	0	0.00
10	Swachch Bharat Abhyan	0.20%	3	2.55	1	0.85	0	0.00	0	0.00
11	Schemes of Moc Pension	1.50%	4	12.00	0	0.00	0	0.00	1	3.00
12	Tagore fellow/Scholarships (ZCC with scholars/fellow	2%	2	16.00	1	8.00	0	0.00	0	0.00
13	Shilpgram/Kalagram activities	15%	15	120.00	1	8.00	2	16.00	1	8.00
14	Misc./ Local Requirements	10%	40	80.00	4	8.00	4	8.00	4	8.00
	<b>Total</b>	<b>100%</b>	<b>123</b>	<b>800.95</b>	<b>13</b>	<b>65.85</b>	<b>13</b>	<b>105.00</b>	<b>10</b>	<b>61.00</b>

  
 Director I/C  
 South Zone Cultural Centre  
 Thanjavur-4