

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2023-24

Memorandum of Understanding between **Ministry of Culture (MoC)**, Shastri Bhawan, New Delhi and **Sahitya Akademi**, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi for the Financial Year 2023-24.

1. This agreement made this 24th day of May 2023 between the MoC, as the first party and the Sahitya Akademi, New Delhi, an autonomous organization under the Ministry of Culture, hereinafter called the second party.
2. Whereas the mandate of the Ministry of Culture is to preserve and promote all forms of art and culture. It 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 Sahitya Akademi has the mandate/objectives as prescribed under Clause 3 of its Constitution.

Purpose of the MoU

To achieve the organizational 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 2023-24 amounting to Rs.3805.00 lakh i.e. Rs.1650.00 lakh under GIA-31, Rs.5.00 lakh under SAP, Rs.300.00 lakh under CCA-35 and Rs.1850.00 lakh under Salaries-36 has been allotted to Second Party for carrying out organizational work. While incurring the expenditure, requisite approval of concerned GC/EB/FC or the first party as the case may be will have to be obtained before executing the work.
- (ii) The Annual Report and Audited Account for the year 2022-23 shall be submitted by the second party to the first party before the end of November 2023.
- (iii) The CAG audit, if required to be done, for the year 2022-23 shall be by completed September 2023.
- (iv) Provisional Utilization Certificate shall be submitted by the second party whenever called upon by the first party and Final Utilization Certificate by November 2023.
- (v) All pending CAG audit paras and internal audit paras shall be disposed of in a time bound manner.
- (vi) Inputs for preparations of EFC/SFC in accordance with the extent guidelines/instructions of Ministry of Finance shall be submitted as per directives of the first party.
- (vii) Monthly report in respect of financial and physical achievement shall be submitted to the first party by 05th of the month in which it becomes due. Any other periodic report asked by the Ministry shall also be submitted within the stipulated time.
- (viii) Governing body of Second Party 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 December every year. Second Party shall also send the status of the same to the first party as per annexure-IX attached.
- (ix) Second Party shall maintain database relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government.

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(x) Second Party shall designate and appropriate level officer to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure.

(xi) Administrative Division of the First Party may put up in place a system of external or internal peer review of the Second Party every three-year or five year depending on the size of Second Party in terms of GFR 229 (ix) and further release of grant to Second Party shall depend on the outcome of such review.

(xii) Performance parameters, outputs targets in term of details of program of work and qualitative improvement in output, alongwith commensurate input requirements should clearly be spelled out by the Second Party. Further, the output targets given in measurable units of performance should form the basis of budgetary support extended to the Second Party.

(xiii) Second Party shall account for revenue and capital expenditure separately. It shall maintain and present their annual accounts/final accounts in the standard prescribed format by the Government.

(xiv) While seeking grants from the First Party, Second Party shall provide the information in the prescribed format and the Administrative Division of the First Party shall process the proposal on quarterly basis indicating the month-wise proposed release during the quarter. However, the Administrative Division will release the concurred amount on monthly basis.

(xv) All interests or other earnings against the GIA or advances (released to Second Party) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not allow to be adjusted against future release.

(xvi) Second Party 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 marker for employees instead of undertaking liability own their own or Govt. account.

(xvii) Second Party shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and annual report.

(xviii) Second Party shall submit UC in the prescribed format alongwith 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 the 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 be allowed to carry forward.

(xix) The Administrative Division of First Party shall encourage Second Party to maximize internal resources and eventually attain self-sufficiency. To achieve this, administrative division of the First Party may assign the target of internal revenue generation at least 30% of the total budget of the Second Party, and accordingly the physical and financial targets may be given to the Second Party.

(xx) The actual expenditure by Second Party on the activities shall be subject to the availability of fund. While incurring the expenditure, Second Party shall adhere to the GFRs provisions besides other instructions of the Govt. issued from time to time.

2. Human Resource

(i) Second Party shall review/frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority in a time bound manner.


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- (ii) Second Party will initiate necessary time bound action well in advance to fill up the vacant posts following the prescribed rules.
- (iii) All DPC's will be conducted by the Akademi within the stipulated time frame following the prescribed rules.
- (iv) All pending vigilance cases shall be disposed off within the stipulated time following the prescribed rules by the Second Party.
- (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 be submitted to the Ministry of Culture by the Akademi. For this purpose, a training calendar be designed in the beginning of the year. Second Party will assess needs for skill development and create tailored training modules. Second Party shall also send the status of Skill Development Module quarterly to the First party as per annexure-V attached.
- (vi) Verification of appointments made during the last 5-10 years has to be carried out by the Akademi. This process has to be completed by the Akademi in a time bound manner.

3. Legal Matters

- (i) Memorandum of Association shall be amended on the line of HPC's recommendations agreed by the Ministry with the approval of the Competent Authority.
- (ii) Bye-laws of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made with the approval of the Competent Authority.
- (iii) Second Party shall ensure timely monitoring of the court cases. All the court cases with their status will also be updated on the website of Legal Information Management & Briefing System (LIMBS) on daily basis. The information will be kept updated.
- (iv) The Organization will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.
- (v) The Akademi will take action for implementing the recommendations of the High Powered Committee, which has been accepted by the Ministry of Culture.
- (vi) Recruitment Rules in respect of all the posts will be framed/reviewed as per the laid down guidelines and prescribed procedures.

4. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2022-23 shall be sent by the second party to the first party by November, 2023 so that same can be laid in the Parliament.
- (ii) Fulfillment of all pending Parliamentary Assurances will be ensured within the stipulated time frame.
- (iii) Legislative matters, if any, will be taken up for approval of Parliament within the stipulated time frame.


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5. General

(i) Mandatory meetings of all the Committees / Sub-Committees will be convened and conducted on time.

The meetings will be convened as per the following schedule:

General Council	June 2023 & February 2024
Executive Board	June 2023, December 2023 & February 2024
Finance Committee	June 2023 and December 2023
Advisory Boards in 24 languages	May 2023, January/February 2024

(ii) The Performance Audit/Peer Review shall be carried out as per GFR provisions contained in chapter 9 rule 208 (v). Every two years reputed institutions of the activities of the Second Party should do a Performance Audit. For maintaining quality in academic work, an appropriate peer review system may be put in place. Second Party will need to display its capacity for self-introspection, if it is to remain truly independent.

(iii) Second Party shall furnish/file mandatory returns/ report on time. Second Party shall also provide the report/returns as and when asked by the First Party.

(iv) Second Party shall ensure timely disposal of RTI application and appeal. It shall also furnish/upload certificate/report on RTI portal as per the extant guidelines. Second party shall also send the status of the RTI applications and appeals received and action taken thereon to the first party on Quarterly basis as per annexure-I attached.

(v) For disposal of Public Grievances/complaints, Second Party 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. Second party shall also send the status of the Public grievances on quarterly basis as per annexure-II attached.

(vi) Second Party shall update, review and revamp its website from time to time as per the Government guidelines. MoA, Rules and Regulations, Service bye-laws and Recruitment Rules and amendments thereof the Organization will be uploaded on the website of the Organization.

(vii) Second Party shall ensure the inputs for Cabinet Memos to be sent to First party well within the prescribed time frame whenever asked upon by the First party.

(viii) Second Party shall ensure compliance with the Rajbhasha Policy as per directives received from MHA.

(ix) Second Party shall implement New Pension Schemes (NPS) as per the norms of the NPS.

(x) Swachh Bharat Campaign/Programmes as well as cleanliness drive shall be taken up by the Second Party and instruction/directions given by the First Party in this regard shall be followed. Second party shall also send the status of the Swachta programmes undertaken to the first party on Quarterly basis as per annexure- IV attached.

(xi) The Second Party shall do an inventory of cultural spaces under the charge of the organization and submit the same to the First Party as per annexure-IX attached.

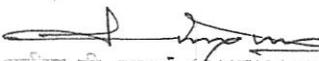
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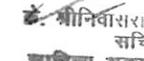
- (xii) The Second Party shall be active on social media like Youtube/facebook/twitter etc. After the programme is held, photographs and videos shall be uploaded immediately alongwith the information on the programme. It shall also upload its programmes on Mobile Apps. Followers of the Akademi on the social sites have to be enhanced to double from the present number of followers.
- (xiii) Second Party will implement the following e-services.
- Create online system for application and utilization certificates.
 - Work on online system of Accounting.
 - Prepare and upload the publications online which will cover both free and paid access to the e-books.
 - The organization will be active on the MyGov platform for inviting suggestions, ideas regarding its activities during the year.
- (xiv) Second Party will provide archival material on intangible culture to the agency through designated by the First Party.
- (xv) Second Party will provide promotional films to DD Bharti and also make an inventory of films.
- (xvi) Vision and Mission document will be prepared by the Organization and uploaded on its website.
- (xvii) Second Party shall also send the status of Seminar/Symposium/Literary forum/Translation Workshop/Meet the author/Kavi Sandhi/Katha Sandhi/Poetry Festival/All India Writers Meet etc. every month to First Party as per annexure-VI attached. Second Party shall also send the status of Gramalok Programmes to the First Party on monthly basis as per annexure-VII attached.
- (xviii) Second Party will emphasis on cultural research and education activities and will continue to undertake literary activities in collaboration with the Government funded education institutions.
- (xix) Governing Body of the organization shall review user charges/sources of internal revenue generation at least once a year and inform the First Party. This exercise should preferably be completed before the December every year.
- (xx) Organization shall designate an officer of appropriate level to render financial advice whose concurrence will be obtained for sanction and incurring of expenditure. The Financial limits up to which such concurrence is mandatory will be drawn up by the organization as per the guidelines issued by Ministry of Finance. The Chief Executive officer of the organization will be responsible for overall financial management of the organization.
- (xxi) Second party will work on Public Financial Management System (PFMS)

6. Specific deliverable for achieving goals:-

At present, all Akademis of Ministry are working in silos. Second Party should remain in constant touch with other akademis so as to utilize the maximum benefit of their collective resources. Their interaction should be IT based so that real time basis information can be exchange.


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Akademis should take note of the fact that same few select art forms should not be given budgetary support to the detriment of other art forms. Similarly, regional coverage must be broad based. Akademis should conduct programmes all over India unless it is not state centered.

- i. Second Party distribute grants and also they are the repositories of extensive research work done by scholars. Since Govt. funding is involved public should get maximum exposure of the work done by the Akademis. (Second party shall also send the status of the Research/Publications/Grants undertaken/released every month to the first party as per annexure-VIII attached.
- ii. Management of space: Optimum use of facilities should be endeavored so that common people/artists may have the access. Space which is unused by the Second Party should be used for public facility areas like café, toilets, cloak rooms etc. Public space should be towards front of buildings and office areas towards the back.
- iii. Value Addition: Second Party should be at the fulcrum of our cultural activities. All programmes should be given the maximum publicity so that extensive foot fall can be garnered. They may think to install, interactive kiosks for young generation. Their web-site should have a virtual facility for promotion of Akademis origin, role and growth of their activities. Their websites, apps and other kiosks should be monitored and measured by the site visits of netizens.
- iv. Outreach activities: Second Party should give focus on membership and should design different types of activities to cater different type of people. They may work out a plan to bring under privileged children to the SA for exposure to their activities. Alongwith annual calendar which is submitted towards beginning of the year, quarterly calendar must be reviewed and sent well in advance to the First Party so as to ensure maximum publicity.

Second Party may think of a collaboration with Doordarshan, Tata Sky, Airtel and other satellite channels and content providers so that Akademis' programmes can be constantly viewed on a dedicated channels.

- v. Marketing: All relevant public and private space should be used for marketing events. Approach new generation outfits like Spic Macay to popularize the ethos of our culture which are propagated by Akademis.
- vi. Capacity Building: Encourage courses and exchange of best practices followed in other parts of the world. Engage specialized professionals for capacity building. Informal social media group or facebook pages where informal interaction about programmes may also be thought of.



Signature on behalf
of Ministry of Culture

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Signature on behalf
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ANNEXURE –I

Status of RTI

Sr No	No of RTI received	No of RTI pending from last month	No of RTI disposed	Pending RTI	Remarks if any

ANNEXURE –II

Status of Public Grievances

Sr No	No of Public Grievance received	No of Public Grievance pending from last month	No of Public Grievance disposed	Pending Public Grievance	Remarks if any

ANNEXURE –III

Status of updating by-laws and RR on Website

Sr No	Website module	Last reviewed	Last updated on website	Remarks if any
1.	Service By laws			
2.	Recruitment Rules			

ANNEXURE –IV

Status of Swachhta Abhiyan

Sr No	Name of the activity conducted for Swacchta Abhiyan	No of Participant Expected	No of Actual Participant	Name of the partnering organization if any	Remarks if any

ANNEXURE –V

Status of Skill Development Module

Sr No	Name of the Skill development module	Name of the collaborating institute	No of Actual Participant	Remarks if any

ANNEXURE-VI

Seminar/Symposium/Literary forum/Translation workshop/Meet the Author/Kavi Sandhi/Katha Sandhi/Poetry Festival/All India Writers Meet etc.

Sr.No.	Activities	Budget	Topic/Theme	No. of Participants	Guest Speakers/ Chief Guest	Place of programme	Remarks

ANNEXURE-VII

Status of Gramalok Programmes

Sr.No.	Activities	Budget	Topic/Theme	No. of Participants	Guest Speakers/ Chief Guest, if any	Place of programme	Remarks

ANNEXURE-VIII

Research/ Publications

1	2	3	4	5	6	7	8	9
Sr. No.	Topic of Research/ Subject	Grant released or not Details thereof	Name of Author	Whether published or not	If not, reasons therefore	Whether paid publication or not?	Has it published online	If so, book link for payment

ANNEXURE-IX

Conference Hall

Sr.No.	Activity	Space allotted (Sq.feet)	Capacity (No. of seats)	Revenue of Generation	Feasibility of increasing Revenue Generation	User Charges	Remarks

ANNEXURE-X

Visit of Under-privileged Children

Sr. No.	Number of Children Visited	Area from which they visited	Activity participated	Remarks, if any