

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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सरकार / Government of India

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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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