Memorandum of Understanding

between

Ministry of Culture
Shastri Bhawan, New Delhi

and

The Asiatic Society
1, Park Street, Kolkata - 700 016

for the Financial Year
2018-19.
MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND THE ASIATIC SOCIETY, KOLKATA FOR THE FINANCIAL YEAR 2018-19

Memorandum of Understanding between Ministry of Culture (MoC), Shastri Bhawan, New Delhi and The Asiatic Society, I Park Street, Kolkata -700 016 for the Financial Year 2018-19.

1. This agreement made this 10th Day of July 2018 between the Ministry of Culture as the first party and The Asiatic Society, Kolkata, an 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 Asiatic Society has the mandate/objectives to organize, initiate and promote researches in Humanities and Science in Asia; to establish, build, erect, construct, maintain and run research Institutions, reading rooms, museums, auditoriums and lecture halls and to organize lectures, seminars, symposia, discussions, meetings and award of medals, prizes and scholarships in furtherance of the objectives as prescribed under Act, Regulation and Bye laws of the Asiatic Society, Kolkata.

3. And whereas the Asiatic Society, Kolkata have the following mandate:
   a) To plan and carry out activities for the promotion of Research and learning in both classical and modern core areas of academic excellence;
   b) To implement 9 identified core areas of research such as Language (classical and modern), History of Science, Anthropology and Folklore, South-East Asian connectivity in various cultural aspects, studies on Manuscripts of various countries and languages available in the Society and so and so forth;
   c) To act as a nodal institution of National Importance in real sense of the term;
   d) To conserve and preserve valuable documents;
   e) Digitization of source materials, such as Manuscripts, books on priority basis.

Purpose of the MoU

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

To achieve this, the following deliverables are required:

[Signatures and dates]
1. **Budget/Accounts**

(i) Budgetary outlay for the year 2018-19 amounting to Rs. 3,009.38 Lakhs is being allotted to The Asiatic Society, Kolkata for carrying out organizational work under the following heads / schemes:

a) Grants-in-aid - General Rs. 600.00 Lakhs
b) Grants-in-aid - Creation of Capital Assets Rs. 430.00 Lakhs
c) Grants-in-aid - Salaries Rs. 1,959.38 Lakhs
d) Grants-in-aid - SAP - General Rs. 5.00 Lakhs
e) Grants-in-aid- North Eastern Region- General Rs. 15.00 Lakhs

An additional fund requirement of Rs.1,000.00 Lakhs towards tentative budget estimates for activities to be undertaken by the Society as “Special Programmes for showcasing The Asiatic Society, Kolkata” during 2018-19 will be demanded in the 1st Batch of Supplementary Demand for Grants for 2018-19. The special programme will include organizing exhibitions in six cities (Tentative Budget: Rs.600.00 Lakhs) and International Seminars in three cities (Tentative Budget: Rs.400 Lakhs). The details of such requirement of funds have been shown under activity 19 in Annexure-IV.

(ii) While incurring the expenditure, requisite approval of concerned GC/EB/FC or MoC as the case may be, will have to be obtained before executing the work. Budget will be based on the Principle of Zero-based budgeting. Expenditure is to be ensured. The Grant-in-Aid is dependent on the Asiatic Society, Kolkata’s ability to show measurable improvement in service delivery with reference to the key performance indicators and achievement of targets as included in Annexure-II of this Memorandum of Understanding.

(iii) The Asiatic Society shall submit the Annual Report and Audited Accounts for the year 2017-18 to the Ministry of Culture before the end of November 2018.

(iv) The CAG audit, if required to be done, for the year 2017-18 shall be completed by The Asiatic Society by September 2018.

(v) Provisional Utilization Certificate shall be submitted to the Ministry by May 2018 and final Utilization Certificate by November 2018 for the financial year 2017-18. Further, for the financial year 2018-19, monthly provisional Utilization Certificate has to be submitted before releasing the next month’s grants.

(vi) All pending CAG audit paras and internal audit paras shall be disposed of by December 2018.

(vii) All financial irregularities which have been pointed out by the Audit and pursued by the Ministry of Culture are of and report should be furnished by The Asiatic Society, Kolkata before the end of first quarter of 2018-19.

[Signature]

General Secretary
THE ASIATIC SOCIETY
Kolkata
(viii) Inputs for preparations of EFC/SFC in accordance with the extant guidelines / instructions of the Ministry of Finance shall be submitted as per directives of the Ministry of Culture.

(ix) Monthly report in respect of financial and physical achievement in prescribed format as in Annexure-I shall be submitted to the Ministry of Culture by the 1st week of the month in which it becomes due. Any other periodic report asked by the Ministry shall also be submitted within the stipulated time.

(x) To ensure the following on the basis of principles of zero-based budgeting along with activity projection as in Annexure IV:
   a. Month-wise physical and financial target;
   b. Total percentage of expenditure to be met by internal revenue generation;
   c. Unit-wise cost of activities;
   d. Impact assessment and readership / viewership target

(xi) Governing Body of The Asiatic Society, Kolkata 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 2018.

(xii) The Asiatic Society, Kolkata shall maintain database relating to grants, income, expenditure, investment. Assets and employee strength, etc. in the format prescribed by the Government.

(xiii) The Asiatic Society, Kolkata shall designate as appropriate level officer to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure.

(xiv) The Asiatic Society, Kolkata may put in place a system of external or internal peer review of the Society, every three year or five year depending on the size of the Asiatic Society, Kolkata, in terms of GFR 229 (ix), and further release of grant to The Asiatic Society, Kolkata shall depend on the outcome of such review.

(xv) Performance parameters, output targets in terms of details of program of work and qualitative improvement in output, along with commensurate input requirements should clearly be spelt out in the MoU. Further, the output targets, given in measurable units of performance should form the basis of budgetary support extended to The Asiatic Society, Kolkata. The roadmap for improved performance with clear milestones should form part of the MoU.

(xvi) The Asiatic Society, Kolkata shall account for revenue and capital expenditure separately. The Asiatic Society, Kolkata shall maintain and present their annual accounts / final accounts in the standard format prescribed by the Government.
(xvii) While seeking grants from the Ministry, The Asiatic Society, Kolkata shall provide the information in the prescribed format by the IFD and the Administrative Division of the Ministry shall process the proposal on quarterly basis indicating the month-wise proposed release amount during the quarter. However, the Administrative Division of the Ministry will release the concurred amount on monthly basis.

(xviii) All interest and other earnings against the Grants-in-aid and advances (releases to The Asiatic Society, Kolkata) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.

(xix) The Asiatic Society, Kolkata 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 liabilities on their own or on Government account.

(xx) The Asiatic Society, Kolkata shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of Annual Accounts and Annual Report.

(xxii) The Asiatic Society, Kolkata shall submit the Utilization Certificate (UC) in the prescribed format along with the reports regarding performance / targets achieved, outcomes, 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.

(xxii) The Asiatic Society, Kolkata shall explore to maximize internal resources and eventually attain self-sufficiency. To achieve this, ASK may achieve the target of internal revenue generation at least 30% of the total budget of The Asiatic Society, Kolkata and accordingly the physical and financial targets may be given to The Asiatic Society, Kolkata in the MoU.

(xxiii) The actual expenditure by The Asiatic Society, Kolkata on the activities shall be subject to the availability of fund while incurring the expenditure. The Asiatic Society, Kolkata shall adhere to the GFRs provisions besides other instructions of the Government issued from time to time.

(xxiv) The Administrative Division of the Ministry may undertake a comprehensive review of the activities undertaken in MoU 2017-18 of the ASK and take out appropriate remedial measures, if called for in achieving the desired results. The outcome of such review should be taken into account while finalizing the MoU for 2018-19.
2. **Human Resource**

(i) The Asiatic Society, Kolkata shall review/frame its Human Resource Policy and modify the same, if required with the approval of the Competent Authority by December 2018.

(ii) The Recruitment Rules for all the Cadres The Asiatic Society, Kolkata shall be framed/reviewed with the approval of the Competent Authority. This process has to be completed by December 2018.

(iii) Vacancies in The Asiatic Society, Kolkata will be filled up on time, after taking stock of the vacancies for the entire year.

(iv) Vacancy position shall be reviewed by the Executive Committee/Council of The Asiatic Society, Kolkata quarterly as set out in **Annexure-III**.

(v) All DPC’s will be conducted by The Asiatic Society, Kolkata within the stipulated time following the prescribed rules.

(vi) All pending vigilance cases shall be disposed of in a time bound manner as per rules.

(vii) Training of the staff of the organization will be ensured as per Staff Training Policy. Training Policy for the staff will be worked out and submitted to the Ministry of Culture by The Asiatic Society, Kolkata. For this purpose, a training calendar shall be designed in the beginning of the year. The Asiatic Society, Kolkata will assess needs for skill development and create tailored training modules.

(viii) New Pension Scheme (if applicable) and related contribution towards any official under the Scheme will be done on time.

(ix) Verification of appointments made during the last 5-10 years has to be carried out by The Asiatic Society, Kolkata. This process has to be completed by November, 2018.

3. **Legal Matters**

(i) Bye-laws of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made by November, 2018 with the approval of the Competent Authority.

Signature: 

[Signature]

General Secretary

THE ASIATIC SOCIETY

Kolkata

[Signature]
(ii) Recruitment Rules in respect of all the posts will be framed/reviewed as per the laid down guidelines and prescribed procedures in tune with Asiatic Society Act 1984, Bye-laws and Regulations. The Asiatic Society, Kolkata will complete this process by December 2018.

(iii) The Asiatic Society, Kolkata 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) by June 2018 and the information will be kept up to date.

(iv) The Organization will utilize the online Court Case Monitoring software developed by NIC for regularly monitoring its ongoing court cases during the year.

4. Parliament Matters

(i) Audited Accounts and Annual Report will be placed before the Parliament on time. The report shall be sent by the Asiatic Society to MoC before end of November 2018.

(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.

(iv) Recommendations / suggestions of the Parliamentary Standing Committee (PSC) and such other Parliamentary Committees, if any, will be implemented from time to time with the approval of the appropriate authorities of The Asiatic Society, Kolkata.

5. Innovative Subjects/ Projects

i. The Asiatic Society, Kolkata will continue with its original commitments of organizing research, seminars, lectures, workshops on both classical and current areas of interest within the broad frame of its objectives with a special focus on North-East India. For this purpose the Society will tie-up with various professional and academic bodies and institutions all over the country.

ii. The Society will put on exhibition of rare books and manuscripts on important occasions from time to time.

iii. The Society will also organize special lectures by eminent academicians.
iv. Special Programmes for showcasing The Asiatic Society:

a) The Asiatic Society, Kolkata will organize **compact, innovative and absorbing Exhibitions** of the collection of the manuscripts, coins, maps, artifacts, etc. in six cities of the country (Delhi, Mumbai, Bangaluru, Chennai, Hyderabad & Guwahati) between October 2018 to March 2019;

b) The Asiatic Society, Kolkata, will organize **International Seminar** under the project "Mausam" initiated by the Ministry of Culture, Government of India in collaboration with the Archeological Survey of India, Anthropological Survey of India and Maulana Abul Kalam Azad Institute of Asian Studies and any other organization of the Ministry of Culture, if Asiatic Society, Kolkata finds them suitable for this purpose. The seminar will be organized during the months of December 2018 – January 2019. This International Seminar may be organized in Kolkata, Delhi and in one location in North East India.

6. General

(i) Mandatory meetings of all the Committees / Sub-Committees of The Asiatic Society, Kolkata will be convened and conducted on time as per the following schedule:

- **Annual General Meeting**: 1st Monday of May, 2018.
- **Council Meeting**: Each and every month from April 2018 to September 2018 and from November 2018 to March 2019.


(ii) Every two years, a Performance Audit should be done by reputed institutions of the activities of the Asiatic Society. For maintaining quality in academic work, an appropriate peer review system may be put in place. The Asiatic Society, Kolkata will need to display its capacity for self-introspection, if it is to remain truly independent. The Society shall take action for implementation of the actionable points as indicated in Annexure-II based on the recommendations of the committee constituted for the performance audit for the year 2017-18.

(iii) The Asiatic Society, Kolkata shall furnish / file mandatory returns / reports on time. The Society shall also provide the report / returns as and when asked by the Ministry.

(iv) The Asiatic Society, Kolkata shall ensure timely disposal of RTI applications and appeals. The Society shall also furnish / upload certificates / reports on RTI portal as per the extant guidelines.

(v) For disposal of Public Grievances/complaints, The Asiatic Society, Kolkata 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.

(vi) The Asiatic Society's website shall be updated, reviewed and revamped from time to time as per the Government guidelines. MoA, Rules and Regulations, Service Bye-laws and Recruitment Rules and amendments thereof of the Organization will be uploaded on the website of the Society.

(vii) The Asiatic Society, Kolkata shall ensure the inputs for Cabinet Memos within the prescribed time frame.

(viii) The Asiatic Society, Kolkata shall ensure compliance with the Rajbhasha Policy as per directives received from MHA.

(ix) The Asiatic Society, Kolkata shall implement New Pension Scheme (NPS) as per the norms of the NPS.

(x) Swachh Bharat Campaign /Programmes under the Swachhwata Action Plan (SAP) as well as cleanliness drive shall be taken up by The Asiatic Society, Kolkata and instruction / directions given by the Ministry in this regard shall be followed by the Society.

(xi) The Asiatic Society, Kolkata shall do an inventory of cultural spaces under the charge of the organization and submit the same to this Ministry by June, 2018.

(xii) The Asiatic Society, Kolkata shall be active on social media like Youtube /Facebook/ Twitter, etc. After the programmes are held, photographs and videos shall be uploaded immediately along with the information on the programme. The Society shall also upload its programmes of Mobile Apps. Followers of the Asiatic Society on the social sites have to be enhanced to double from the present number of followers by December, 2018.

(xiii) The Asiatic Society will implement the following e-services:

(a) The Asiatic Society, Kolkata will create online system for application and utilization certificates;

(b) The Asiatic Society, Kolkata shall create online system of Accounting by December, 2018;

(c) The Asiatic Society, Kolkata will prepare and upload its publications online which would cover both free and paid access to these e-books;

(d) The Asiatic Society, Kolkata will be active on the MyGov platform for filing of the relevant e-filings regarding its activities during the year.
(xiv) The Asiatic Society, Kolkata will provide archival material on intangible culture to IGNCA.

(xv) Vision and Mission document will be prepared by the Society and uploaded on its website.

(xvi) The Asiatic Society, Kolkata will put emphasis on cultural research and educational activities and will continue to undertake literary activities in collaboration with the Government funded education institutions.

7. **Specific issues related to The Asiatic Society, Kolkata**

The Asiatic Society will supply to the Ministry of Culture mid-term information in respect of achievements of the targets set out in **Annexure-I** (enclosed) with this Memorandum. The information, together with the Annual Reports and Audited Accounts and any further reports/documents prepared in relation to the progress and development of the Asiatic Society, will be used to monitor the yearly performance. The Asiatic Society, Kolkata and the Ministry of Culture will undertake a joint review at the end of the financial year 2018-19. The funding grants to be provided to The Asiatic Society, Kolkata in the subsequent financial year will largely be dependent on the outcome of these joint reviews.

Timely conduct of the monthly activities to achieve monthly targets as indicated in the **Annexure – IV** (enclosed) for the year 2018-19 shall be ensured. The cost/expenditure shown in the **Annexure – IV** 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 Society 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 target may attract withdrawal / reduction in budgetary support.

[Signatures]

**Signature on behalf of**
Ministry of Culture

[Signatures]

**Signature of behalf of**
The Asiatic Society, Kolkata

[Signatures]

General Secretary

General Secretary
THE ASIATIC SOCIETY
Kolkata
## Annexure-I

**The Asiatic Society, Kolkata**  
*(Ministry of Culture, Government of India)*  
**MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2018-19**  
**WITH THE MINISTRY OF CULTURE**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Subject</th>
<th>Targets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Budgets and Accounts</strong></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Budgetary Outlay</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Annual Report</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>CAG Audit</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Pending UCs</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Disposal of CAG Paras</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Human Resources</strong></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Human Resource Policy</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Vacancy position</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>DPC</td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Training of staff</td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>New Pension Scheme</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Legal Matters</strong></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Amendments to the MOA</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Bye Laws of the Organization</td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Online Court Cases Monitoring</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td><strong>Parliament Matters</strong></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Audited Accounts to be placed before Parliament</td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Fulfillment of pending parliamentary assurances</td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>implementation of recommendations/suggestions of the Parliamentary Standing Committee</td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Legislative Matters</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Mandatory meetings of all committees/Sub-committees conducted on time</td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>Performance Audit of the organization by External Evaluator</td>
<td></td>
</tr>
<tr>
<td>5.3</td>
<td>Mandatory Returns and Reports</td>
<td></td>
</tr>
<tr>
<td>5.4</td>
<td>Disposal of RTI applications</td>
<td></td>
</tr>
<tr>
<td>5.5</td>
<td>Disposal of Public Grievances</td>
<td></td>
</tr>
<tr>
<td>5.6</td>
<td>Website Up-gradation</td>
<td></td>
</tr>
<tr>
<td>5.7</td>
<td>Swachh Bharat Campaign</td>
<td></td>
</tr>
<tr>
<td>5.8</td>
<td>Social Media</td>
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</tr>
<tr>
<td>5.9</td>
<td>RFD uploading</td>
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*S.B. Chakrabarti*  
General Secretary  
The Asiatic Society, Kolkata
The Asiatic Society, Kolkata
(Ministry of Culture, Government of India)

MOU: Key Performance Indicators 2018-19

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item</th>
<th>Minimum Targets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Outreach programmes, Seminars, Workshop, Exhibition and Lectures</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Publications</td>
<td></td>
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<tr>
<td>3.</td>
<td>Research</td>
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<tr>
<td>4.</td>
<td>Exhibitions</td>
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<tr>
<td>5.</td>
<td>Laying of the Audited Accounts and Annual Reports on the tables of both the Houses of Parliament</td>
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<tr>
<td>6.</td>
<td>Organizing Hindi Workshops</td>
<td></td>
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<tr>
<td>7.</td>
<td>Swachh Bharat</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Cultural Activities</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Increase presence in Social Media</td>
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<tr>
<td>10.</td>
<td>The Recruitment Rules for all the staff to be reviewed</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Audited Accounts and Annual Reports for the year 2015-16</td>
<td></td>
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<tr>
<td>12.</td>
<td>Uploading of RFD on the site</td>
<td></td>
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<tr>
<td>13.</td>
<td>Maintenance of Asset Register</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Month wise Physical and Financial Targets</td>
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<tr>
<td>15.</td>
<td>Percentage of Plan expenditure to be met by internal revenue generation</td>
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<td>16.</td>
<td>Unit-wise cost of activities</td>
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<td>17.</td>
<td>Impact assessment/readership targets</td>
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(S.B. Chakrabarti)
General Secretary
The Asiatic Society, Kolkata
General Secretary
THE ASIATIC SOCIETY
Kolkata
The Asiatic Society, Kolkata  
(Ministry of Culture, Government of India)  

Vacancies in the Organization

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<thead>
<tr>
<th>S. No.</th>
<th>Group ‘A’</th>
<th>Name of the post</th>
<th>No. of vacancies</th>
<th>Details of occurrence of vacancies existing and anticipated</th>
<th>Action taken to fill up the post</th>
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<th>S. No.</th>
<th>Group ‘C’</th>
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(S.B.Chakrabarti)  
General Secretary  
The Asiatic Society, Kolkata

General Secretary  
THE ASIATIC SOCIETY  
Kolkata
# Annexure IV

## TARGETS FOR THE ASIATIC SOCIETY, KOLKATA 2018-19

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activities</th>
<th>Physical Target</th>
<th>Financial Target (Rupees in Lakhs)</th>
<th>Weight</th>
<th>Object Head, SL No. &amp; BE 2018-19</th>
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<tbody>
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<td>1</td>
<td>Seminars, Workshops, Exhibitions, Lectures to be organized including collaborative programmes with State and Central Govt. affiliated bodies and Universities.</td>
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<td>55</td>
<td>1.83</td>
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<td>Digitization of Manuscripts &amp; Rare Books</td>
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<td>Publication of Books, Journals, Bulletins, Booklets &amp; Reprint of rare books from Bibliotheca Indica series</td>
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<td>Infrastructural Development of the Salt Lake Building (Capital Creation)</td>
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<td>Programmes under &quot;Swachhata Action Plan&quot;</td>
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<td>18</td>
<td>Seminars, Workshops, Exhibitions, Lectures, Research/Projects &amp; Publications on North-East Region to be organized including collaborative programmes with State and Central Govt. affiliated bodies.</td>
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<td>Special Programmes for Showcasing The Asiatic Society (Exhibitions in six cities &amp; International Seminars in three cities)</td>
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<td>BE 2018-19: Rs.3009.38 Lakhs</td>
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### Activity - 1:
Seminars, Workshops, Exhibitions, Lectures to be organized including collaborative programmes with State and Central Govt. affiliated bodies and Universities.

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<th>Grants-in-aid-General : SI No. 31</th>
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<td><strong>Unit Cost (in Rs.) = 1.25 Lakh</strong></td>
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#### Physical

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<th>Target (T)</th>
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#### Financial

#### Score = W* A/T

**Note:**
1. The Society organised 59 academic programmes against the physical target of 22 during 2017-18 comprising 3 International Conferences, 21 National Seminars, 4 Workshops, 11 Endowment / Memorial Lectures, 20 Lectures. The Total Expenditure incurred during 2017-18 was Rs.40,11,506 (Unit Cost for 2017-18 : Rs.40,11,506 / 59 =Rs. 67,992)
2. The Society is targeting to organise at least 44 academic programmes during the year 2018-19 within the same budget allocation of Rs.55.00 Lakh as that of last year.
3. **A tentative select themes of Seminars / Lectures / Workshops for 2018-19 to be organised by the Society are:** Seminar on Religion & Region in Indian History; Lecture on Dravirian Language & Linguistics; National Seminar on Anandaram Borooh; National Seminar on Debendranath Tagore; Symposium on Planning in Equality & the Political Economy of Development in India; Seminar on the Adivasis of Bengal; Seminar on Women Empowerment in North East; Workshop on Visual Art; Seminar on some unpublished Manuscripts on "Navyanyaya"; Author's Conference on the Comprehensive History of Modern Bengal; Scheduled Endowment Lectures
4. Since the proposed programmes during 2018-19 will include higher number of outstation speakers / participants and some of the events are proposed to be organised in cities other than Kolkata (including a programme of showcasing The Asiatic Society to be organised in New Delhi), the unit cost will be on a higher side (Rs.1.25 Lakh) and total cost estimated accordingly (Rs.1.25 Lakh x 44 = Rs.55.00 Lakh)

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**General Secretary**
THE ASIATIC SOCIETY
Kolkata
### Activity - 2:
Digitization of Manuscripts & Rare Books

<table>
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<th>Achievement (A)</th>
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<td>Jun-18</td>
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<td>Aug-18</td>
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**Note:**
1. The Society has started the Digitization Programmes for digitizing Manuscripts & Rare Books & Journals.
2. Near about 2 lakh pages of manuscript, rare books & journals have been digitized during 2017-18.
3. The total expenditure incurred during the year 2017-18 was Rs.26,54,585 (Unit Cost : Rs.26,54,585/2,00,000 = Rs.13.27) which include cost of digitization through outside agency and cost of equipments purchased (Scanner) for inhouse digitization.
4. An estimated number of 1500 such Manuscripts, Rare Books & Journals (estimated 6 Lakhs pages) are targeted for digitization during 2018-19 at the rate of Rs.5.00 per page by outsourcing. (Total Estimated Cost : 6,00,000 x Rs.5.00 = Rs.30,00,000)
5. The Society proposes to purchase one high end digital scanner (Book Eye 4) for inhouse digitization engaging Trainees which may reduce the cost of digitization per unit than that of previous year. The cost of equipments will be provided out of the funds for digitization.

*Signature*

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**General Secretary**

**THE ASIATIC SOCIETY**

Kolkata

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**Shriki Ram Anand / Brind Chirman Mondeel**

**Joint Secretary / Under Secretary**

**Sanjay Bajaj / Ministry of Culture**

**Golu of India**

New Delhi
Activity - 3:
Computerization & Modernization including Networking & Website Development

Object Head: 2205.00.105.19.01
Grant-in-aid-General : Sl No. 31

Weight (W)= 1.66

Unit Cost (in Rs.) = 5 Lakhs

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Note:
1. The Society has started to implement its computerization and modernization process by providing the updated Information Technology platform both in Hardware and Software, procurement of office equipments.
2. During the year 2017-18 the Society has completed the Passive Phase of Networking, launching of its new website with Digital Archive and procured few computers, printers and other equipments.
3. The total expenditure during 2017-18 under this head was Rs.41,11,584. With a physical target of 10 units, the unit cost for 2017-18 was Rs.41,11,584 / 10 = Rs.4,11,158)
4. During 2018-19, the Society is targetting to complete the Active Phase of Networking, procure computers, printers, office equipments and arrange for regular updation of its new website with online platform for sale of publications, install software for enhancing efficiency in the areas of Accounting, Sales & Inventory Management, Document Management System and E-Governance including E-procurement & GeM. All procurements will be done through proper tendering process.
5. The physical targets are distributed as: Active Phase of Networking: 3 units; Purchase of Computers: in 3 phases (Department wise), Updation of Website & Digital Archive (1 unit), Procurement & Installation of software (1 unit), Procurement of office equipments (2 units); Total: 10
6. Since the Active Phase of Networking will comprise a major portion of the cost and higher number of computers and other equipments are being planned for procurement for modernization, the unit cost is expected to go up to Rs.5.00 Lakhs. Accordingly the estimate for 10 units under this activity head has been projected at Rs.50.00 Lakhs

General Secretary
THE ASIATIC SOCIETY
Kolkata
### Activity - 4:
**Staff Training**

<table>
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<th>Month</th>
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**Note:**
1. The Society has organised 6 inhouse training programmes during 2017-18. The total expenditure incurred during 2017-18 under this head was Rs.1,01,265, thus the unit cost was Rs.1,01,365 / 6 = Rs.16,894. The cost has been comparatively low as all the training programmes were organised in-house.
2. During 2018-19 the Society is targetting to organise in-house staff training programmes as well as depute its employees for training in Govt. Training Institutions like ISTM, NIFM, INGAF for Administrative Trainings as well as for specialised trainings in Library Management, Preservation & Conservation, etc.
3. Since the training programmes will involve deputing staff to attend outstation training programme, with a target of 10 such programmes, the unit cost is expected to be Rs.0.50 Lakhs, including TA/DA. The total estimate under this activity head has been projected accordingly, Rs.5.00 lakhs for 10 programmes (i.e. Rs.50,000/- per unit).

\[ 10/7/18 \]

\[ General Secretary \]
\[ THE ASIATIC SOCIETY \]
\[ Kolkata \]

\[ [Signature] \]
### Activity - 5:

Conservation and preservation of art objects & artefacts / Books / Journals / Manuscripts

**Object Head:** 2205.00.105.19.01  
**Grants-in-aid-General:** SI No. 31  
**Weight (W) = 0.33**  
**Unit Cost (in Rs.) = 0.005 Lakhs**

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**Note:**

1. Conservation and preservation of objects, Books, Manuscripts are very important work related to the Society, as the Society has a rich collection of more than 50,000 manuscripts, more than 4 Lakh Books and Journals and other related items and most of them are very rare and old.

2. During the year 2017-18, the total expenditure incurred under this head was Rs.18,19,895/-. With a physical achievement of approximately 4,000 units, the unit cost was Rs.18,19,895 / 400 = Rs.455/-.

3. During 2018-19, the Society is targeting to carry out the conservation of its old and rare books in its Library collection and old and rare Journals in the Metcalfe Hall; restoration of oil paintings and busts in its Museum Collection.

4. With a target of 2,000 physical units for 2018-19, the total cost has been projected at Rs.10 Lakhs under this head, with the unit cost of Rs.500/- which is 10% higher than the unit cost of previous year, considering the escalation of price of materials used for preservation & conservation much of it due to imposition of GST.
Activity - 6:
Purchase of Manuscripts and Art Objects for Museum

Object Head: 2205.00.105.19.01
Grants-in-aid-General: SI No. 31

Weight (W) = 0.17
Unit Cost (in Rs.) = 0.50 Lakhs

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Note:
1. During the year 2017-18 the total expenditure incurred was Rs.8,000/- which has been very low than the amount projected. The expenditure was low since there was not sufficient response to the advertisements published for procurement of Manuscripts and Art Objects and the proposals received were not considered worthy of purchase by the designated committee.

2. During 2018-19, the Society is planning to purchase rare manuscripts & artifacts from different collectors all over the country through more newspaper advertisements than that of previous year with the expectation of higher responses from the sellers/collectors.

3. Financial cost may differ due to the market rate.

4. Since cost of procurement of these items is difficult to assess beforehand, the estimated unit cost of the previous year 2017-18 (Rs.0.50 Lakhs) has been retained for projection of fund requirement for 2018-19. Accordingly, With a target procurement of 10 units during the year 2018-19, the fund requirement has been projected at Rs.5.00 Lakhs (i.e. at Rs.0.50 Lakhs per unit).
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Note:
1. During the year 2017-18, the total expenditure on account of purchase of Library Books & Subscription for Journals was Rs.91,50,892 which has been higher that the amount projected & allocated under this head. Unit cost : for approximately 1200 units was Rs.7,626.00 (Rs.91,50,892/1200 = Rs.7,626). The unit cost was higher than the projected unit cost of Rs.5,000/- due to higher cost of Journal Subscription.
2. During the year 2018-19, the Society is targeting to continue its collection of Library Books through purchase of new publications / editions, renew its subscriptions for journals, new subscriptions including procurement of E-journals.
3. During the year 2018-19, the Society is targeting to procure 1,400 units of Books & Journals (including foreign journals & E-journals) with a total fund projection of Rs.70 Lakhs. The unit cost of procurement hence works out to Rs.5,000/-
4. Financial cost may differ due to the market rate.

[Signature]

General Secretary
THE ASIATIC SOCIETY
Kolkata
### Activity - 8:
Publication of Books, Journals, Bulletins, Booklets & Reprint of rare books from Bibliotheca Indica series

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**Weight (W) = 1.99**

**Unit Cost (in Rs.) = 1.00 Lakh**

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**Note:**
1. During the year 2017-18, the total expenditure incurred for publishing books, journals, bulletins & booklets was Rs.32,55,251. With an achievement of 32 units of publication, the unit cost of publication was Rs.1,01,727/- (i.e. Rs.32,55,251 / 32)
2. During 2018-19, the Society is targeting to publish 35 books, 7 Journals, 10 Bulletins, 8 Booklets (altogether 60 publications)
3. With a target publication of 60 units, retaining nearly the same unit cost of Rs.1.00 Lakh, the total fund requirement has been projected at Rs.60.00 Lakh.
4. The Society is contemplating to publish some of its research project papers after review (Internal Academic Projects to be completed during the year 2018-19) which is why the physical target for publications have been projected at a higher level than that of the previous year's target and actual achievement.
5. Financial cost may differ due to the market rate, the number of printed pages in each publication, design & layout, binding, and print run for each publication.

**General Secretary**

**THE ASIATIC SOCIETY**

**Kolkata**

**Signature:**

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**Signature:**

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**Signature:**

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### Activity -9:
**Now & Ongoing Internal Academic Research Projects**

- **Object Head:** 2205.00.105.19.01
- **Grants-in-aid-General:** SL No. 31
- **Weight (W) = 2.66**
- **Unit Cost (in Rs.) = 2.5 Lakhs**

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**Note:**
1. During the year 2017-18, the total expenditure for Internal Academic Projects was Rs.62,57,919/-. With 28 such projects undertaken during the year, the unit cost was Rs.2,23,497 (i.e. Rs.62,57,919 / 28)
2. During the year 2018-19, the Society wants to carry out 24 ongoing Research Projects and undertake 8 new Research Projects out of the 52 approved areas/subject of research by engaging Research Fellows.
3. The cost of Research Projects primarily includes remuneration to Research Fellows at Rs.20,000/- per scholar per month, Rs.7,500/- as annual contingency grant and special grants on case to case basis for field work.
4. Based on the above data, the total fund requirement for the 32 Internal Academic Projects has been projected at Rs.80 Lakhs. The unit cost therefore works out to Rs.2.50 Lakhs which is approximately 10% higher than the unit cost of previous year. The marginal enhancement in the projection of funds has been made to accommodate the additional cost that may arise due to filed works involved in few projects.

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[Signatures and stamps]
### Activity-10:
New & Ongoing External Academic Research Projects

**Object Head:** 2205.00.105.19.01  
**Grants-in-aid-General:** SI No. 31

**Weight (W) = 1.16**

**Unit Cost (in Rs.) = 1.75 Lakh**

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**Note:**
1. During the year 2017-18, the total expenditure under this head was Rs.2,07,202 against the projected figure of Rs.37 Lakh. The unit cost actually incurred was Rs.10,360/- for 20 projects. The total cost & unit cost has been low since the P.I.s of the External Research Projects were yet to submit their claims.
2. During 2018-19, the Society plans to continue the 20 External Research Projects through the P.I.s and engaging Research Assistants under them.
3. Since all the 20 projects are to continue and it is expected to receive the claims of expenditure by the P.I.s for the respective projects, the funds have been projected nearly at the same level, Rs.35 Lakh, with unit cost of Rs.1.75 Lakh (against the unit cost of Rs.1.85 Lakh of previous year).
4. Financial involvement includes the remuneration of the Research Assistants, TA/DA for field work, purchase of stationery items & contingency.

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_Signature_  
_The Asiatic Society_  
_Kolkata_
### Activity - 11:
**Maintenance & Office Expenses**

| Object Head: 2205.00.105.19.01  |
| Grants-in-aid-General : SI No. 31 |

**Weight (W) = 6.65**

**Unit Cost (in Rs.) = 5.00 Lakhs**

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**Note:**
1. During the year 2017-18, the total expenditure under the head "Maintenance & Office Expenses" was Rs.1,79,79,783. With a distribution of 36 units (1 unit each month for Administrative Expenses, Civil Maintenance & Electrical Maintenance for 12 months = 36 units), the unit cost incurred was 4,99,438 (i.e. Rs1,79,79,783/36) which was almost the same as the targeted unit cost of Rs.5.00 Lakhs.
2. Expenditure includes Administrative Expenses like postage, telephone, electricity, vehicle running costs, printing & stationery, legal expenses, advertisement charges; Meeting Expenses; TA/DA; Maintenance of Equipments, Cooling Towers / ACs; Civil Maintenance; Electrical Maintenance; Reprographic works; and other daily office expenses.
3. The total fund projected for the year 2018-19 is Rs.200 Lakhs. With a physical target of 40 units for the year 2018-19, the unit cost has been retained at the same level that of previous year (i.e. Rs.5.00 Lakhs).
4. The distribution of the units were made in this manner: 36 units for the two buildings at Park Street (Old Building & New Building) and 4 additional units for maintenance of Metcalfe Hall (1 unit), Ballygunge Guest House (1 unit), Salt Lake Building (2 units)
5. Financial cost may differ due to the market rate.
### Activity - 12: Salaries

Object Head: 2205.00.105.19.01
Grants-in-aid-Salaries : SI No. 36

Weight (W) = 65.11
Unit Cost (in Rs.) = 0.8164 Lakhs

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**Note:**

1. The total expenditure under the head "Salaries" for the year 2017-18 was Rs.18,63,57,036/-. With 2500 units of payment, the unit cost works out to Rs.18,63,57,036 / 2500 = Rs.74,543/-.
2. Salary includes salary of the staff, contractual employees, casual workers, estimated for 200 heads on an average for 12 months during 2018-19 (men in position plus posts which will be filled up)
3. The budget allocation also includes payment of terminal benefits (Gratuity & Leave Encashment) to employees who will be retiring during the year 2018-19.

The payment of salary during the FY 2018-19 to the regular employees will be made at the 7th CPC scale of pay, which have been implemented in The Asiatic Society, Kolkata in March 2018. Keeping this in view, the projected fund requirement has been made at Rs.19,59,38,400 for an estimated 2,400 units of payment, unit cost of which works out to Rs.81,641. The unit cost has been projected at 10 % higher than that of the previous year to absorb the additional cost owing to enhancement of pay & allowances (including terminal benefits to the retiring employees) on account of implementation of the 7th CPC scale of pay.

[Signatures]

General Secretary
THE ASIATIC SOCIETY
Kolkata
### Activity - 13:
Infrastructural Development of the New Building at Park Street
(Capital Creation)

Object Head: 2205.00.105.19.01
Grants for Creation of Capital Assets: SI No.35

**Weight (W) = 9.97**

**Unit Cost (in Rs.) = 50 Lakhs**

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**Note:**

1. The total expenditure for Capital Works (paid to CPWD as the remaining portion of the project cost) for the construction of two additional floors atop the Park Street Building during the year 2017-18 was Rs. 2,78,17,880/- treating it as one single unit.

2. The Infrastructure Development work at the New Building of the Society at Park Street during 2018-19 will include the interior decoration (including civil & electrical works) work at the two top floors (newly constructed and under the final phase of completion by CPWD) which will house the new space for Library, space for academia, a permanent art gallery and a small auditorium. (four units)

3. The Infrastructure Development work will also include renovation of the office space at the 3rd Floor, 2nd phase of Mobile Storage Unit in the Museum for storage of Manuscripts (one unit) and installation of energy efficient LED Lighting system for the entire building (one unit)

4. Keeping in view the projected activities of Capital Nature, the Infrastructural Development work has been divided into 6 units with a projected fund requirement of Rs.300 Lakhs, i.e. with the unit cost of Rs.50 Lakhs.

5. All the works are of capital nature and will be executed through agencies to be selected through proper tendering process

6. The actual cost will depend on the design, plan & volume of work involved and the market rate of materials / labour & service charges for the respective works.

\[Signature\]

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**General Secretary**

THE ASIATIC SOCIETY

Kolkata
### Activity - 14:
Infrastructural Development of the Conservation Section & Vidyasagar Hall
(Capital Creation)

| Object Head: 2205.00.105.19.01 |
| Grants for Creation of Capital Assets: Sl No.35 |
| Weight (W) = 1.66 |
| Unit Cost (in Rs.) = 25 Lakhs |

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**Note:**
1. During the year 2017-18, an amount of Rs.28,80,781 was incurred towards Capital Works for installation: New Mobile Storage Unit as a replacement of one of the two old storage units.
2. This activity has been proposed to be undertaken during the year 2018-19 as a part of the Capital Works involvement for the Old Building which houses the Conservation Section and the Vidyasagar Hall.
3. Infrastructural Development work at the Conservation Section (one unit) will include its renovation and installation of ACs, Procurement & Installation of Equipments for Humidity Control (Projected fund requirement for this unit: Rs.25.00 Lakhs).
4. Infrastructural Development work at the Vidyasagar Hall (one unit) will include installation of new Projection System, Modern Audio & P.A. System (Projected fund requirement for this unit: Rs.25.00 Lakhs).
5. Financial involvement may differ due to the scope of the work.
6. Tender process will be done maintaining the codal formalities.

_Signature_

General Secretary
THE ASIATIC SOCIETY
Kolkata

[Signature]

_Signature_

Secretary
THE ASIATIC SOCIETY
Kolkata

[Signature]
**Activity - 15: Infrastructural Development of the Salt Lake Building (Capital Creation)**

**Object Head:** 2205.00.105.19.01  
**Grants for Creation of Capital Assets:** Sl No. 35  
**Weight (W) = 1.66**

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**Notes:**
1. During the year 2017-18, only Rs.7.241 could be spent for the Capital Works at Salt Lake Building against the targeted and allotted fund of Rs.50.00 Lakhs. The low utilization was due to pending of Municipal Clearances.
2. The Municipal clearance has since been obtained and the construction of the Salt Lake Building has since been completed, during the year 2018-19, the Society plans to undertake the Infrastructural Development work at the Salt Lake Building (one unit) by orienting its interior for the purpose of creating an Art Gallery for display of the replicas of the Art Treasures of the Society, creating a Meeting -cum- Conference Room and procurement of equipments and fabrication work for Digital Library.
3. The Electrical Supply and Electrical Installation works (one unit) will be oriented according to the proposed plan as above (one unit)
4. The works are of capital nature and will be undertaken by assigning the respective works to suitable agencies, to be selected through a tendering process.
5. Based on the plan worked out for the Infrastructural Development at the Salt Lake Building to be carried out during the year 2018-19 as stated above, a fund projection to the tune of Rs.50.00 Lakhs has been made (Rs.25 Lakhs for the Interior Work and Rs.25.00 lakhs for the Electrical Supply & Installation).
6. The actual cost of work will depend on the scope of work, space of work and market rates.

_Gen. Sec'y  
THE ASIATIC SOCIETY  
Kolkata_
### Activity - 16:
**Infrastructural Development of the Ballygunge Guest House & Metcalfe Hall**
(Capital Creation)

- **Object Head:** 2205.00.105.19.01
- **Grants for Creation of Capital Assets:** Sl No.35
- **Weight (W) = 1.00**
- **Unit Cost (in Rs.) = 15 Lakhs**

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**Note:**
1. During the year 2017-18 an amount of Rs.13,547/- was spent under this head against the projected & allotted fund of Rs.20.00 Lakhs. The low utilization was due to pending clearances from the ASI in respect of Metcalfe Hall and some legal issues in respect of the Ballygunge Guest House. These issues has since been sorted out, the Society will be undertaking the planned work of capital nature in these two locations during the year 2018-19.
2. During 2018-19 the Society plans to undertake **Infrastructure Development work of its Ballygunge Guest House (one unit)** to make it functional and **Infrastructure Development work of the Metcalfe Hall (one unit)**. The work at Metcalfe Hall will be undertaken in consultation with the ASI.
3. The fund requirement has been projected at Rs.30.00 Lakhs for the two units (Rs.15.00 Lakhs each).
4. The works are of capital nature and will be undertaken by engaging suitable agencies to be selected through proper tendering process.
5. The actual cost of work will depend on the scope of work, the volume of work and the market rates.

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**Signature**

[Signature]

**Secretary**

THE ASIATIC SOCIETY
Kolkata
**Activity - 17:**
Programmes under "Swachhwaata Action Plan"

Object Head: 2552.00.438.08.01
Grants-in-aid-General : Sl No. 31

**Weight (W) = 0.17**
Unit Cost (in Rs.) = 0.50 Lakh

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**Note:**
1. During the year 2017-18 the Society has spent the entire amount of Rs. 5.00 Lakhs allotted under the head "Swachhata Action Plan" (SAP) for carrying out different activities under the SAP. Around 10 programmes were organised under SAP, based on which the unit cost was Rs.0.50 Lakhs.
2. During 2018-19 the Society will organise programmes under the "Swachhata Action Plan" spread over the entire year to create awareness on "Swatchhata" by undertaking awareness programmes (Swachhwaata Abhijan) and special cleaning drives at different sections/buildings of the Society as per the guidelines provided by the Ministry under SAP.
3. The fund projection for the year 2018-19 has been made at the same level of the last year, i.e. Rs.5.00 Lakhs, targetting 10 programmes, with unit cost of Rs.0.50 lakhs.
4. The financial involvement will include cost of cleaning materials, printing of posters, stickets, banners, distribution of attires for awareness, etc.

General Secretary
THE ASIATIC SOCIETY
Kolkata
Activity - 18:
Seminars, Workshops, Exhibitions, Lectures, Research Projects & Publications on North-East Region to be organized including collaborative programmes with State and Central Govt. affiliated
Object Head: 2552.00.438.08.01
Grants-in-aid-General: SI No. 31
Weight (W) = 0.50
Unit Cost (in Rs.) = 1.5 Lakh

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Note:
1. During the year 2017-18, the total expenditure under the head "North East Region" (NER) was Rs.15.00 Lakh. With 10 such programmes, the unit cost was Rs.1.50 Lakh.
2. During the year 2018-19, the Society is targeting to organise 6 academic programmes relating to North East comprising seminars/workshops/lectures including collaborative programmes with Universities & State/Central Govt. Institutions both in Kolkata and in few state capitals of NE Region (reach out programmes).
3. The Society will also undertake 2 Research Projects and publish 2 books relating to NE Region.
4. Keeping in view the targeted programmes under the NER Head, a fund projection of Rs.15.00 Lakh has been made retaining the same unit cost of Rs.1.50 lakhs from a physical target of 10 programmes.

[Signature]
[Stamp]
[Address]
Kolkata

[Signature]
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[Address]
New Delhi
Activity - 19:
Special Programmes for Showcasing
The Asiatic Society (Exhibitions in six cities &
International Seminars in three cities)

Object Head: 2205.00.105.19.01
Grants-in-aid-General: SI No. 31

Weight (W) =
Unit Cost (In Rs.) = Rs.1.11 Crore

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Note:
1. This is a new item as proposed by the Ministry of Culture, Govt. of India.
2. During the year 2018-19, the Society is planning to organise two special programmes for showcasing the Asiatic Society:
   (i) **Compact, innovative and absorbing Exhibitions** of the Society’s collection of the manuscripts, coins, maps, artifacts, etc. in six cities of the country (Delhi, Mumbai, Bangalore, Chennai, Hyderabad & Guwahati) between October 2018 to March 2019;
   (ii) **International Seminars** under the project “Musals” in collaboration with the Archaeological Survey of India, Anthropological Survey of India and Maulana Abul Kalam Azad Institute of Asian Studies and any other organization of the Ministry of Culture, if Asiatic Society, Kolkata finds them suitable for this purpose. The seminar will be organized during the months of December 2018 – January 2019. This International Seminar may be organized in Kolkata, Delhi and in one location in North East India.
3. The cost of exhibition (during Oct 2018 to March 2019) will include fees to professional event managers, making of replicas of items to be displayed, transportation of materials, TA/DA and Accommodation for officials, TA/DA for invitees as speakers for lectures to be organized during the exhibitions, hiring of venue, cultural programmes, camp office expenses, food and Incidental expenses. The tentative cost estimated for exhibition at each city is Rs.1.00 Crore, which makes the total estimated cost Rs. 6.00 Crore for six cities.
4. The three international seminars at three different cities during Dec 2018 & January 2019 will include invitees from scholars on Indological Research Institutes from about 10 countries like Germany, France, UK, USA, Japan, etc. and representatives from Asiatic Societies around the world (10 countries) and scholars within the country. The cost will involve travelling & Accommodation for speakers, from India & Abroad, cultural programmes, TA/DA to officials, hiring of venue, local transportation, camp office expenses, food and other incidental expenses. The tentative cost is estimated to be Rs.2.00 Crore for the seminar in Delhi (in December 2018), Rs.1.00 Crore for the seminar in Kolkata and Rs.1.00 Crore for the seminar at a place in North East (in January 2019), making the total estimated Rs.6.00 Crore.

General Secretary
THE ASIATIC SOCIETY
Kolkata

[Signature]

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## THE ASIATIC SOCIETY, KOLKATA

### FINANCIAL YEAR 2018-19

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Sincerely, [Signature]

General Secretary

THE ASIATIC SOCIETY

Kolkata
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Note: The DTH Content and Village Coverage are not applicable in respect of The Asiatic Society.