RAMPUR RAZA LIBRARY- RAMPUR

Memorandum of understanding for the financial year 2015-16

Memorandum of understanding between Ministry of Culture, Shastri Bhawan, New Delhi and the Rampur Raza Library, Hamid Manzil, Qila Rampur-244901 (hereinafter called RRL or Libray) 26th March 2015

1. The agreement made this 19th day of November month 2014 between the Ministry of Culture, as the first party and Director, Rampur Raza Library and organization under the Ministry of Culture hereinafter called the second party.

2. The Ministry of Culture has the following mandate:
   (i) Maintenance and conservation of heritage and historic sites and ancient monuments
   (ii) Administration of Libraries
   (iii) Promotion of literary, visual and performing arts.
   (iv) Observation of centenaries and anniversaries of important national personalities and events.
   (v) To nominate members in the various committee of the organization as per the provisions made in its Memorandum of Association (MoA).
   (vi) To release annual grants as per funds allocation made by the Parliament.
   (vii) To monitor its various activities as provided in its MoA.
   (viii) To lay the Annual Report and Audited Annual Accounts of the organization on the Table of both the Houses of Parliament within the prescribed time schedule.
3. The RRL has the following mandate:
   (i) To organize, undertake, conduct, encourage and promote study and research in the field of Library development.
   (ii) To acquire, maintain and preserve books, manuscripts and art objects.
   (iii) Promote initiatives to create awareness of Library’s activities through lectures, seminars, workshops, exhibitions.
   (ix) To develop and preserve rare books, documents, photographs, audio & video cassettes.
   (x) To exhibit the Library’s rare collection of manuscripts, rare books.
   (xi) To digitized the rare manuscripts and upload on the server to provide the facilities to the scholars.
   (xii) To develop the Museum.

4. **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 deliverable:

5. **Budget/Accounts**

   (i) Budgetary outlay for the year 2015-16 amounting to Rs. 479.50 lakhs under Plan and 255.00 under Non-Plan is being allotted to RRL for carrying out organizational work. Expenditure is to be ensured as per targets given below.

   (a) The Financial targets/achievements will be reviewed quarterly.

<table>
<thead>
<tr>
<th>Head</th>
<th>Budget Estimate</th>
<th>Expenditure up to end of 1st quarter</th>
<th>Expenditure up to end of 2nd quarter</th>
<th>Expenditure up to end of 3rd quarter</th>
<th>Expenditure up to end of 4th quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
<td>479.50</td>
<td>20%</td>
<td>25%</td>
<td>67%</td>
<td>33%</td>
</tr>
<tr>
<td>Non-Plan</td>
<td>255.00</td>
<td>25%</td>
<td>67%</td>
<td>50%</td>
<td>33%</td>
</tr>
</tbody>
</table>

(b) Plan and Non-Plan budgetary outlay for 2015-16:-


<table>
<thead>
<tr>
<th>Head</th>
<th>Sub-Head</th>
<th>Budget Outlay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan (i)</td>
<td>Grant-in-aid General</td>
<td>350.50</td>
</tr>
<tr>
<td>Plan (ii)</td>
<td>Grant-in-aid Capital Assets</td>
<td>74.00</td>
</tr>
<tr>
<td>Plan (iii)</td>
<td>Grant-in-aid Salary</td>
<td>55.00</td>
</tr>
<tr>
<td>Non-Plan (iv)</td>
<td>Grant-in-aid General</td>
<td>70.00</td>
</tr>
<tr>
<td>Non-Plan (v)</td>
<td>Grant-in-aid Capital Assets</td>
<td>5.00</td>
</tr>
<tr>
<td>Non-Plan (vi)</td>
<td>Grant-in-aid Salary</td>
<td>180.00</td>
</tr>
</tbody>
</table>

(ii) The Annual Accounts for the year 2015-16 to be prepared on time and sent to the CAG by 30th June, 2016 respectively.

(iii) To dispose of all pending CAG audit paras within time specified by CAG.

(iv) To prepare and send to the Ministry the Annual Report and Audited Annual Accounts for the years 2014-15 by 15th December, 2015.

(v) Efforts will be made to develop online system for submitting applications and Utilization Certificates on time.

(vi) Efforts will be made to develop online system of accounting.

6. **Human Resource**

(i) Training of the staff of the organization as per the staff Training Policy to be conducted during the year 2015-16.

(ii) Vacancies in different ranks in the Organization to be filled up on time, after having got Recruitment Rules of all the posts reviews by the Ministry of Culture, Govt. of India.

(iii) All DPC’s for the year and any pending DPC’s to be conducted on time.

(iv) All pending vigilance cases, if any, to be disposed off on time and as per rules.

(v) New Pension Scheme and related contribution will be done on time.

7. **Legal Matters**

(i) Amendments to the Memorandum of Association to be carried out, as and when required, approval of the Library.
(ii) Amendments to the bye-laws of the Library will be done, as and when required, with the approval of the Library Board by 30th December, 2015.

(iii) Monitoring of the court cases to be ensured and reported to the Ministry.

(iv) Online court cases monitoring to be ensured.

8. **Parliament Matters**


(ii) Fulfillment of all pending Parliamentary Assurances to be ensured as per schedule.

(iii) Legislative matters, if any, to be taken up for approval of Parliament with the approval of the competent authority.

(iv) Implementation of recommendations made by the Parliamentary Committee in its various reports to be ensured in a time bound manner and reported to the Ministry.

9. **General**

(i) Under “Swachh Bharat Campaign” steps would be taken to keep the premises under Library campus clean. Swachh Bharat Campaign will be carried out by promoting awareness programmes, distribution of pamphlets, hosting signage/ hoardings at important locations.

(ii) Assessing the need for skill development and preparing training modules accordingly.

(iii) Holding of mandatory meeting of various Committees/Sub-Committees as per schedule given below:-

<table>
<thead>
<tr>
<th>Name of Committee</th>
<th>Periodicity of the Meeting</th>
<th>Month in which meeting to be held (tentative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rampur Raza Library Board</td>
<td>Twice in the year</td>
<td>April-May, 2015 and November-December, 2015</td>
</tr>
</tbody>
</table>
(iv) Performance audit of the Library to be ensured by 31st March, 2016.
(v) Ensure timely disposal of all the applications and appeals received under RTI act, 2005.
(vi) Ensure timely disposal of public grievances.
(vii) Revamping of the Website of the Library by 30th September, 2015.
(viii) Ensure submission of Monthly Reports of expenditure and activities to the Ministry for inclusion in the Monthly D.O. letter to Cabinet Secretariat by 5th of each month.
(ix) Ensure compliance to Raj Bhasha Policy.
(x) Ensure timely submission of inputs for Cabinet Memos.
(xi) Ensure uploading of RFD 2015-16 during the year. Quarterly review of RFD will be done.
(xii) Mandatory Returns and Repots for the year to be filled as per schedule given below:-

<table>
<thead>
<tr>
<th>Mandatory Returns &amp; Reports</th>
<th>Periodicity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monthly</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Monthly</td>
</tr>
<tr>
<td>Monitoring of DPC cases in the Library</td>
<td>As &amp; when required</td>
</tr>
<tr>
<td>Expenditure Report</td>
<td>Monthly</td>
</tr>
<tr>
<td>RTI Return</td>
<td>Quarterly</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Statistical Report regarding complaints &amp; vigilance cases</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Progress report on Redressal of Public Grievances</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>

(Xiii) As mentioned below.

10. Specific issues related to the Library:

(i) Ensure implementation of the recommendations/decisions of the Library Board and the sub-committees.

(ii) Improving the existing facilities for visitors such as toilets/seating space at Library.

(iii) Strengthen publishing unit and visualizing new publications.

(iv) Undertaking inventory of the publications.

(v) Revamping the website on social media through its various activities.

Note: Targets given in enclosed Annexure

Signature on behalf of MOC

[Signature]

[Note: Official name and position]

26.3.2015

Signature on behalf of the Raza Library

[Signature]

[Prof. S. M. Azizuddin Husain]

Director

Annexure-I

* The organization will be active on the MyGov Platform for inviting suggestions, ideas regarding its activities during the year.
MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2015-16 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>Plan 479.50 lakhs and Non-Plan 255.00 lakhs Expenditure of budget is ensured</td>
</tr>
<tr>
<td>1.2</td>
<td>Annual Report</td>
<td>Annual Report 2014-15 to be submitted on time.</td>
</tr>
<tr>
<td>1.3</td>
<td>CAG Audit</td>
<td>CAG audit for the year 2015-16 is ensured.</td>
</tr>
<tr>
<td>1.4</td>
<td>Pending UCs</td>
<td>All pending UCs to be submitted within prescribed time.</td>
</tr>
<tr>
<td>1.5</td>
<td>Disposal of CAG Paras</td>
<td>CAG paras to be disposed off.</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>Human Resource Policy is to be framed.</td>
</tr>
<tr>
<td>2.2</td>
<td>Vacancy position</td>
<td>Vacant posts will be filled up in the year.</td>
</tr>
<tr>
<td>2.3</td>
<td>DPC</td>
<td>DPC to be conducted on time.</td>
</tr>
<tr>
<td>2.4</td>
<td>Training of staff</td>
<td>Training of staff is ensured whenever required.</td>
</tr>
<tr>
<td>2.5</td>
<td>New Pension Scheme</td>
<td>New Pension Scheme is already in operation. New recruits to be covered under the scheme.</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>Amendment to the MOA to be carried out with approval of competent authority</td>
</tr>
<tr>
<td>3.2</td>
<td>Bye Laws of the Organization</td>
<td>Bye Laws of the organization is ensured.</td>
</tr>
<tr>
<td>3.3</td>
<td>Monitoring of Court cases</td>
<td>Monitoring all Court Cases.</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>Audited Accounts will be placed before Parliament on time after receipt of CAG Audit Report</td>
</tr>
<tr>
<td>4.2</td>
<td>Fulfillment of pending parliamentary assurances</td>
<td>Pending parliamentary assurances to be implemented promptly.</td>
</tr>
<tr>
<td>4.3</td>
<td>Legislative Matters</td>
<td>Legislative matters if any to be taken up for approval of Parliament.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Mandatory meetings of all</td>
<td>Mandatory meetings of all committees will</td>
</tr>
<tr>
<td>5.2</td>
<td>Performance Audit of the organization by External Evaluator</td>
<td>Performance audit is included in CAG’s audit.</td>
</tr>
<tr>
<td>5.3</td>
<td>Mandatory Returns and Reports</td>
<td>Mandatory Returns and Reports to be filled on time.</td>
</tr>
<tr>
<td>5.4</td>
<td>Disposal of RTI applications</td>
<td>RTI applications will be disposed off in time.</td>
</tr>
<tr>
<td>5.5</td>
<td>Disposal of Public Grievances</td>
<td>Disposal of Public Grievances is ensured.</td>
</tr>
<tr>
<td>5.6</td>
<td>Website Up-gradation</td>
<td>Website to be upgraded and revamped time to time.</td>
</tr>
<tr>
<td>5.7</td>
<td>Swachh Bharat Campaign</td>
<td>Swachh Bharat Campaign will be carried out regularly. Instructions will be implemented.</td>
</tr>
<tr>
<td>5.8</td>
<td>Social Media</td>
<td>The Library to be linked with social media for promotion of the institution.</td>
</tr>
<tr>
<td>5.9</td>
<td>RFD uploading</td>
<td>Uploading RFD online will be done after training of officials.</td>
</tr>
</tbody>
</table>

(Prof. S. M. Azizuddin Husain)
Director
## MOU: Key Performance Indicators 2015-16

<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>8</td>
</tr>
</tbody>
</table>
| 2.     | Publications                                                         | (a) Books  
(b) Journals  
(c) Reports                                      |
| 3.     | Research                                                             | 2 Senior, 3 Junior Scholarships and three Awards                                |
| 4.     | Exhibitions                                                          | Three exhibitions                                                               |
| 5.     | Laying of the Audited Accounts and Annual Reports on the tables of both the Houses of Parliament | Annual Reports 2014-15 and Accounts to be laid as per timeline of Ministry of Culture. |
| 6.     | Organizing Hindi Workshops                                           | 2                                                                              |
| 7.     | Swachh Bharat                                                        | Promoting awareness programmes, distribution of pamphlets, hosting signage/ hoardings at important locations |
| 8.     | Cultural Activities                                                  | Kavi Sammelon  
Mushaira  
Qawwali  
Char-Bait  
Gazal       |
| 9.     | Increase presence in Social Media                                    | Research activities, academic and cultural programmes are to be uploaded in social media regularly |
| 10.    | The Recruitment Rules for all the staff to be reviewed               | The Recruitment Rules (RRs) are under review in the Ministry of Culture.         |
| 11.    | Audited Accounts and Annual Reports for the year 2014-15             | To be sent to the Ministry for placing before the Parliament by 15th December, 2015 |
| 12.    | Uploading of RFD on the site                                         | To be uploaded during the year.                                                 |
| 13.    | Maintenance of asset register                                        | Twice a year.                                                                   |

(Prof. S. M. Azizuddin Husain)  
Director