

**Memorandum of Understanding for the financial year 2015-16**

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi and the Archaeological Survey of India for 2015-16.

1. The agreement made this 09<sup>th</sup> day of May month 2015 Year between the Ministry of Culture as the first party and Archaeological Survey of India an organization under the Ministry of Culture, hereinafter called the second party.

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

- (i) Maintenance and conservation of the country's heritage, ancient monuments and
- (ii) Promotion of literary, visual and performing arts;
- (iii) Administration of libraries,, museum and institutions of anthropology;
- (iv) Maintenance, preservation and conservation of archival records and archival
- (v) Research and development in the conservation of cultural property;
- (vi) Observation of centenaries and anniversaries of important national personalities
- (vii) Promotion of institutional and individual initiatives in the field of art and culture; and
- (viii) Entering into and implementation of culture agreement with foreign countries.

3. And where the Archaeological Survey of India has the following mandate:-

- (i) Survey of archaeological remains and excavations and village to village survey
- (ii) Maintenance and conservation of centrally protected monuments, sites and
- (iii) Chemical preservation of monuments and antiquarian remains;
- (iv) Architectural survey of temples and secular buildings;
- (v) Establishment, maintenance and running of archaeological museums;
- (vi) Development of epigraphical research and numismatic studies;
- (vii) Expedition abroad;
- (viii) Training in Archaeology.

### Purpose of the MoU

1. 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	Deputy Director(Accounts)
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- (i) Budgetary outlay for the year 2015-16 amounting to Rs.330 Crores being allotted to Archaeological Survey of India for carrying on organizational work.
- (ii) Quarter wise targets for different activities to be laid down in advance and endeavours be made to adhere to them as under:

Sl.No.	Quarter	Percentage of work/expenditure to be targeted for completion
1.	Ist Q. i.e. from 1st April, 2015 to 30th June,	20%
2.	IInd Q. i.e. from 1st July, 2015 to 30th September, 2015	35%
3.	IIIrd Q. i.e. from 1st October, 2015 to 31 <sup>th</sup> December, 2015	35%
4.	IVth Q. i.e. from 1st January, 2016 to 31 <sup>st</sup> March, 2015	10%

(iii)	Utilization Certificates from Universities, Tagore Fellows, Grant-in-Aid beneficiaries and Documentation Resource Centers (NMMA) to be submitted to the Ministry	Director(EE)/Director(NMMA)
(iv)	Create online system for receipt of applications seeking grants, permissions etc. and utilization certificates;	Director(Conservation/e-governance)/Director(Monuments)
(v)	To dispose of all pending CAG audit paras and internal audit paras, including PAC questionnaire by June, 2015	Director(Admn./CDN), All Directors concerned in ASI.

## 2. Human Resource

(i)	Status review of ACR/APAR of all officers and staff and compliances with DOPT instructions in this regard;	Director(Admn.)/APAR Section
(ii)	Setting up of Officer wise targets in the beginning of year (Quarter-wise) by 15th March, 2015	Director(Planning)/Planing Section
(iii)	Review of reporting format making it branch specific with details of laid down target and achievements thereon by DG/ADG, ASI.	Director(Admn.)/APAR Section
(iv)	The recruitment rules for all the cadres to be framed/reviewed and notified with the approval of the competent authority.	Director(Admn.)/Recruitment Rule Cell.
(v)	Vacancies in all the grades in the organization to be filled up on time, after taking stock of the vacancies for the entire year, including anticipated vacancies. A year-long chart of vacant posts and vacancies arising during the year to be prepared by April, 2015 and regularly monitored for filling up the same to ensure that the incumbents are available before the vacancies arise.	Director(Admn.)/Adm.I Section/Adm.II Section
(vi)	All DPC's for the year and any pending DPCs to be conducted on time.	Director(Admn.)/Adm.I Section
(vii)	All pending vigilance cases to be disposed off on time and as per rules.	Director(Admn.)/Vigilance Section
(viii)	Training of the staff of the organization is to be ensured as per the training policy of ASI. A training calendar to be designed in the beginning of the year by end March, 2015. Suitable slots be reserved for various training programmes in different institutions as per need.	Director(Admn.)/Adm.II Section
(ix)	Archaeological Institute to develop training modules oriented towards skill development of all employees.	Director(Institute of Archaeology)
(x)	Formulation of a transfer policy oriented towards widening experiences and better personnel management be prepared by 15th April 2015.	Director(Admn.)/Adm.I Section

## 2. e-governance

(i) Creation of online services by 15<sup>th</sup> May for processing application for:

(a)	Cultural Events.	Director(Monuments)/NIC Cell
(b)	Film Shooting.	Director(Monuments)/NIC Cell
(c)	Grant of 'Non-Antiquity Certificate" in r/o objects to be taken abroad.	Director(Antiquity)/NIC Cell
(d)	Permission to use archival material or photographs	Director(EE)/ NIC Cell
(e)	Permission for exploration and excavations	Director(EE)/NIC Cell
(f)	Any other services, as may be identified.	
(g)	Increase presence on social media;	Addl. Director General(Archaeology)

(ii) To develop an effective e-governance model in respect of:-

(a)	Personal information system (PIS)	Web Manager, ASI/ NIC Cell
(b)	Disbursal of pay and allowances linked with PIS.	Deputy Director(Accounts)/Cash Section/NIC Cell
(c)	Online APAR submission module linked with PIS	Director(Admn.)/Adm.I Section/NIC Cell
(d)	On-line submission of reports and returns from Circle to Headquarters, such as ; RTI, Budget Accounts, Revenue collection, Court Cases etc.	Web Manager, ASI/ NIC Cell
(e)	Linking public grievances portal with circles offices and on-line submission of status of disposal.	Web Manager, ASI/ NIC Cell, CDN Section.
(f)	Inventorising assets/stock including monuments, antiquities, etc.	Director(Monuments)/Director(Antiquities)/ Web Manager, ASI/ NIC Cell
(g)	Create online system of accounting and receipt of revenues under various heads.	Director(Monuments)/Web Manager, ASI/NIC Cell

(ii) (a)	To link the Google's website on monuments with ASI website by 5th April, 2015	Director(Monuments)/Web Manager, ASI/NIC Cell
(b)	Increase presence on social media viz. face book, twitter, youtube etc.	ADG(Arch.),Web Manager, ASI/ NIC Cell
(iii)	Introduction of E-Ticketing in all the monuments which are ticketed, and site Museums by 31st December 2015.	Director(Monuments)/ Director(Museums)

#### 4. Legal Matters

(i)	Monitoring/MIS of all court cases to be ensured through the software developed by NIC/ Ministry of Law.	Director(Adm.)/Legal Cell, ASI/NIC Cell
(ii)	Categorisation of Monuments.	Director(Monuments)/ Director(Conservation)
(iii)	Revision of Acts -- Ancient Monuments and Archaeological Sites and Remains (Validation) Act, 2010 and Antiquities and Art Treasures Act, 1972.	Director(Monuments)/ Director(Antiquities)

#### 5. Parliament Matters

(i)	Fulfillment of all pending Parliamentary Assurances to be ensured and extension sought, wherever required.	Director(Admn.)/Parliament Unit, ASI.
(ii)	Legislative matters, if any, to be taken up for approval of the Parliament (AMASRA, Antiquities/categorisation of monuments / Parliamentary committees)	Director(Monuments)/ Director(Conservation)/ Director(Antiquities)/ Director(Admn.)

## 6. General

(i)	Mandatory meetings of all the committees/sub-committees to be convened and conducted on time. (Chart to be prepared by 15th March, 2015)	Director(Admn.)/CDN Section, ASI.
(ii)	Mandatory returns and reports for the year to be submitted on time.	All concerned Directors.
(iii)	Disposal of all the applications and appeals under the RTI Act, 2005 to be ensured.	Director(Admn.)/RTI Section, ASI Hqrs.
(iv)	Disposal of public grievances to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist.	Director(Admn.)/CDN Section
(v)	Website to be reviewed and revamped, if necessary.	Director(Conservation/e-governance)/Web Manager, ASI
(vi)	Regular in-house audit/inspection of Circle and Branch offices.	Director(Admn.)/ Dy. Director(A/Cs)
(vii)	Timely submission of RFD and review thereof.	Director(Planning)/Planning Section, ASI Hqrs.
(viii)	Preparing inventory of cultural spaces under the charge of the organization by 30th April, 2015	Director(Monuments)
(ix)	Provide archival material on intangible culture to IGNCA.	Director(EE)
(x)	Provide promotional films to DD Bharat and also make an inventory of films.	Director(EE)/Director(Monuments)
(xi)	Promote the 'Swachh Bharat Swachh Smarak' campaign at all ASI sites and offices in a sustained manner	All Directors, ASI Hqrs., RDs/SAs of Circles/Branches, Science Branch, Horticulture Branch & Epigraphy Branches.
(xii)	Providing all facilities envisaged in 25 Model Monuments by 31st December 2015.	Director(Monuments)
(xiii)	DG, ASI's report on annual basis for the year 2014-15 by 30th April, 2015 and for the year 2015-16 by 30th April, 2016.	

### 7. Specific issues related to Archaeological Survey of India

(i)	Survey of archaeological remains and excavations	Director(EE)
(ii)	Maintenance and conservation of centrally protected monuments, sites and remains as per RCP for 2015-16 and subject to availability of funds; RCP to be finalized by 31st March, 2015 for all circles so that sanctions are issued by 7th April, 2015 and projects to be submitted under HRIDAY/PRASAD and DESHATAN by 31st March, 2015.	Director(Conservation)
(iii)	Chemical preservation of monuments and antiquarian remains;	Director(Science)
(iv)	Architectural survey of temples and heritage buildings including village survey	Director(EE)
(v)	Establishment, maintenance and running of Archaeological Museums; Introduction of JATAN software at all 44 site museums of ASI by 31.12.2015	Director(Museums)
(vi)	Development of epigraphical research and numismatic studies; Digitization of e-stampages in a phased manner	Director(Epigraphy), Mysore/Nagpur
(vii)	Excavation/Conservation abroad;	Director(Conservation)/Director(EE)/ Director(CEP)
(viii)	Publication of pending excavation/exploration reports within 6 months of excavations as recommended in wheeler report and transfer of objects from Excavation Branch to Antiquities Branch.	Director(EE)/ Director(Antiquity)
(ix)	Registration/digitization/uploading of data of Built sites and Antiquities by National Mission on Monuments and Antiquities;	Director(NMMA)
(x)	Follow up and implementation of cultural exchange programmes;	Director(CEP)

(xi)	Inspection of Monuments by designated officers.	Director(Monuments)/ Director(Conservation)
(xii)	Declaration of Monuments/sites on national monuments and denotification and issues of final notifications.	Director(Monuments)
(xiii)	Follow up action on River Front Gardens Workshop at Agra;	Director(Conservation)/ Director(Monuments)/ Director(Horticulture)
(xiv)	Inspection of Sub-offices by senior officers of ASI headquarters;	Director(Monuments)/ Director(Conservation)
(xv)	Publication on ASI website the complete list of all stolen objects and the "Non -Antiquities Certificates" issued.	Director(Antiquity)
(xvi)	ASI publication including reports on excavation etc. will be made available in PDF version and will be made available on -line for open access to public, free of charge.	Director(Publications)
(xvii)	Agreements with owners of private property/ Trust on living monuments etc. to be concluded.	Director(Monuments)/ Director(Conservation)
(xviii)	Revision of Archaeological Works Code/Manual and Accounts Code by 31.12.2015	Director(Conservation)/ Director(Planning)
(xix)	MoU with State Governments, Department of Tourism for establishing tourist amenities at ASI sites.	Director(Monuments)
(xx)	Exchange programmes with HRD, IITs, Survey of India, Schools of Planning and Architecture (SPA) to be initiated.	Director(Conservation)/ Director(EE)
(xxi)	(a) Site Management Plans for World Heritage Sites. (b) Dossier preparation for proposed nominations as per schedule.	Jt. Director General(World Heritage)



(xxii)	Security Committee Report implementation for manpower and equipments and CCTV	Director(Conservation)/ Director(Monuments)
(xxiii)	Retrieval of stolen antiquities.	Director(Antiquity)
(xxiv)	Category II Centre – to be set up compilation of estimates by ASI to be vetted.	Director(Conservation)
(xxv)	Guidelines for illumination, SEL shows, cultural shows/function, and revision of entry fee by 1st May, 2015.	Director(Monuments)
(xxvi)	MoU with IIT Gandhinagar and other IITs etc. to be finalized.	Director(Conservation)/ Director(EE)
(xxvii)	Finalisation of study for carrying capacity of Taj Mahal and Ajanta Caves.	Director(Conservation)/ Director(Monuments)
(xxviii)	Compliance of MoU with NIO, Goa.	Director(Conservation)
(xxix)	Review of proposed MoU with Australia on underwater Archaeology to be detailed out	Director(CEP)
(xxx)	Project Mausam - activities during 2015-16 to be identified and executed	Joint Director General(World Heritage)/ Director(Conservation)/ Director(Monuments)
(xxxi)	National policy on exploration and excavation	Director(EE)
(xxxii)	ASI Training Institute at Noida.	Director(Institute of Archaeology)
(xxxiii)	MoU between ASI – NGMA for currency Building, Kolkata	Director(Monuments)/ Director(Conservation)
(xxxix)	Site Plans to be finalised with the help of Survey of India, Deptt. of Space & MoUD.	Director(Conservation)/ Director(EE)

(xxxx)	Property register to be reconciled with revenue records.	Director(Monuments)
(xxxxi)	Tagore Fellowship – Proposals by 31st May, 2015.	Director(EE)
(xxxxii)	Mis-match of data maintained by ASI Hqrs/Circle offices to be removed	Director(Monuments)/ Director(Conservation)
(xxxxiii)	Publication of Annual Reports of epigraphy, excavation, etc.	Director(Epigraphy), Mysore/Nagpur Director(EE)

**8. Execution of MIS on:**

(i)	Delegation of Powers to HQts RDs/SAs by MoC/DG, ASI	Director(Planning)
(ii)	National Register (Also to be reconciled with the Revenue Records)	Director(Monuments)
(iii)	National Policy on Exploration	Director(EE)
(iv)	Encroachments	Director(Monuments)
(v)	National Register of Heritage Sites by NMMA	Director(NMMA)
(vi)	Completion and verification of Museum objects.	Director(Museums)

Signature on behalf of MoC

संजीव मित्तल/SANJIV MITTAL  
संयुक्त सचिव/Joint Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi-110001

Signature on behalf of the Archaeological  
Survey of India

R. Tewari  
05.05.15

डॉ. राकेश तिवारी/DR. RAKESH TEWARI  
सहानिदेशक / Director General  
आर्कियोलॉजिकल सर्वेक्षण  
Archaeological Survey of India  
जनपथ, नई दिल्ली-110011/Janpath, New Delhi-110011