

Handwritten notes at the top: *15/Jan*, *19/1*, *Muhammad*, *08/07/15*, *SO (Cdr.)*, *15/11/15*, *AT 100*

○ Memorandum of understanding between Ministry of Culture, Government of India and Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata for the financial year 2015-16

1. This agreement made this 19/2/day of 2015, between the Ministry of Culture, as the First party and the Director, Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata an organization/ Institute under the Ministry of Culture, hereinafter called the Second party

2. Where as the Ministry of Culture have the following mandate:

- (i) To nominate members in the various committees of Maulana Abul Kalam Azad Institute of Asian Studies as per the provisions made in its Memorandum of Association (MoA).
- (ii) To release annual grants as per the funds allocation made by the Parliament.
- (iii) To lay the Annual Report and Audited Accounts of the organization on the Table of both the Houses within the prescribed time schedule.

And where the Maulana Abul Kalam Azad Institute of Asian Studies have the following mandate:

- (i) To be a Centre for research and learning with focus(a) on social, cultural, economic and political administrative developments in Asia from the middle of the nineteenth century onwards, with special emphasis on their links with India, and(b) on the life and works of Maulana Abul Kalam Azad;
- (ii) To establish and maintain a library of books, pamphlets, newspapers, periodicals, microfilms, still photographs, motion pictures, sound recording and other materials having a bearing on the secular traditions of Modern India with special reference to social, cultural and political movements and events from the middle of 19<sup>th</sup> century onwards;
- (iii) To establish and maintain personalia Museum at the former residence of Maulana Azad in Kolkata. The Museum would highlight the life and works of Maulana Abul Kalam Azad as a distinguished national leader and thinker;
- (iv) To make available to the public in a suitable place the collections of paper and library source for study and research;
- (v) To organize, undertake, conduct, encourage and promote study and research in the field of secularism and universal brotherhood and the life and work of Maulana Azad;

*Signature*  
Director  
Ministry of Culture  
Government of India  
New Delhi

4. Budget/ Accounts:

- (i) Budgetary outlay for the year 2015-16 amounting to Rs 725.00 lakhs(Plan) & Rs.185.00 lakhs (Non-Plan) is being allotted to MAKAIAS for carrying out organizational work. Expenditure is to be ensured.

a. Quarterly Targets for 2015-16 are as under:

in Lakhs of Rs.

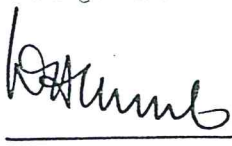
HEAD	Budget Estimate 2015-16	To end of 1 <sup>st</sup> Quarter 2015-16	To end of 2 <sup>nd</sup> Quarter 2015-16	To end of 3 <sup>rd</sup> Quarter 2015-16	To end of 4 <sup>th</sup> Quarter 2015-16
PLAN	725.00	217.50	435.00	486.00	725.00
NON-PLAN	185.00	46.25	92.50	124.00	185.00

**Budget, Accounting and Audit Matters:**

- (i) Finalization of Annual Report and Audited Accounts for the Year 2015 – 16 by 30<sup>th</sup> November 2016.
- (ii) The CAG audit, for the year 2015 – 16 to be completed and reply of Audit observation to be sent to CAG under intimation to the Ministry.
- (iii) To dispose of all pending CAG Audit Paras and internal Audit Paras within the time specified by CAG.
- (iv) Inputs as required for SFC/EFC meetings to be submitted on time.

5. Human Resource:

- (i) Bye-laws of the Institute to be formulated by 30<sup>th</sup> August, 2015.
- (ii) The Recruitment Rules for all the Cadres to be reviewed with the approval of the Competent Authority by 31<sup>st</sup> December, 2015.
- (iii) Departmental Promotion Committee to be constituted on the lines of the Recruitment rules and meetings to be held regularly.
- (iv) All pending vigilance cases to be disposed off on time and as per rules.
- (v) Assessment the needs for skill development and tailored training modules for the staff of the organization to be ensured as per the staff training policy.



6. Legal Matters:

- (I) Amendments to the MoA to be carried out, if necessary with the approval of the Competent Authority by 31<sup>st</sup> December, 2015. Bye Laws to be framed by 30<sup>th</sup> August, 2015.
- (II) Monitoring of the Court cases to be ensured and reported to the Ministry in prescribed format.

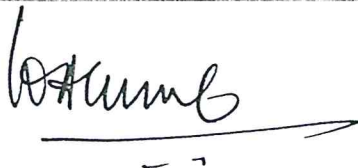
7. Parliament Matters:

- (I) Audited Accounts and Annual Report for the year 2014-15 is to be sent to the Ministry for placing before the Parliament by 30<sup>th</sup> November, 2015.
- (II) Fulfilment 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.

8. General

- (I) Meetings of various Committees/ Sub-Committees will be held as per schedule given below:

Sl.No.	Name of the Committee	Periodicity of the meeting
1.	Executive Council	Quarterly
2.	Finance Committee	Quarterly
3.	Annual General Meeting of MAKAIAS Society	Annual
4.	Academic Committee	Once every two months
5.	Purchase Committee	Twice every financial year
6.	Publications Committee	Thrice every year
7.	Museum Committee	Annual
8.	Museum Sub Committee	Quarterly
9.	Disposal Committee	Annual
10.	Website Committee	Quarterly
11.	Building Sub Committee	Quarterly
12.	Complaints Committee	Quarterly
13.	Library Committee	4 times a Year
14.	Guest House Committee	As per requirement
15.	MACP Screening Committee	As per requirement
16.	Department Promotion Committee	As per requirement
17.	Prevention of Sexual Harassment Committee	As per requirement
18.	Tender Committee	As per requirement
19.	Leave and Emoluments Committee	As per requirement



- (II) The performance Audit of the Institute to be got done by an external consultant.
- (III) Monthly achievements of the organization to be reported for inclusion in the monthly D.O Letter to Cabinet Secretariat by 3<sup>rd</sup> of each month.
- (IV) Mandatory Returns and Returns for the year to be filled as per schedule given below

Sl. No.	Returns and Reports	Period of Submission	Month of Submission
1.	Annual Report	Annual	November
2.	Utilization Certificate of the Grant	Quarterly	July, October, January, March

- (V) Disposal of all the applications and appeals under the RTI Act, 2005 to be ensured as per provisions of the Act.
- (VI) Disposal of public grievances to be ensured on time.
- (VII) New website to be launched by 30thj April,2015.
- (VIII) Disposal of receipts in Hindi to be ensured as per rules. Hindi Pakhwara to be observed as per Government Rules.
- (IX) RFD 2015 – 16 to be uploaded by 15<sup>th</sup> May, 2015. Review of RFD to be done every quarter.

9. Swachh Bharat Abhiyan. Activities to be undertaken


- a) Removal of old furniture/obsolete equipments/waste items from corridors/lift lobbies.
- b) Sensitization of officers and employees with regard to need for continuously maintaining cleanliness of their respective office cabins and office premises.
- c) Improvement of wash rooms and toilets for ensuring that all taps exhaust fans, flush tanks, sensors, pots, water jets are in perfect working conditions.
- d) To organize and institute award for the cleanest section of the Institute.
- e) To ensure regular clean up the Museum articles of Azad Museum.
- f) Regularly review the record kept in the offices to ensure that unwanted record is not kept in the offices and is weeded out.
- g) To prepare a five year calendar of activities related to Swachh Bharat Mission to be taken by the Institute for submission to the Ministry by 31<sup>st</sup> March, 2015.

10. Cultural Activities:

Cultural programme and activities on Indian heritage and culture depicting vision and mission of Maulana Azad also will be undertaken for which preparation an annual calendar showing the inventory of the programme to be ensured.

11. Increase presence on social media:

Research activities and organization of seminars and symposiums to be uploaded in social media through You-Tube, Face book, and Twitter on a regular basis.

  
 Director  
 Ministry of Culture  
 Government of India  
 New Delhi

12. National Pension System (NPS):

National Pension System is to be adopted for the employees joined after 01.01.2004 by 31.10.2015.

13. E-Governance:

- (I) E – ticketing
- (II) Creation of online system for various services provided by Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata.
- (III) Digitization of records/ library index cards and collection of Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata.

14. Monitoring:

The Institute will submit to the Ministry of Culture, Government of India each quarter of the financial year 2015-16 with the information in respect of the achievements of the targets set in Annexure – II enclosed with this Agreement. This information, together with the Annual Reports/ Audited Accounts and any further reports / documents, the Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata prepares in relation to the progress against its own policies, will be used to monitor the yearly performance. Also for monitoring the performance of Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata a joint review by the Ministry of Culture and Director, Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata will be undertaken at the end of the financial year 2015 – 16 (and earlier at other intervals as Ministry of Culture may decide). The funding grant to be provided to the Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata in the subsequent financial year will largely be dependent on the results of this/these joint review(s).

Signed on behalf of  
Ministry of Culture,  
Government of India.

श्री. अ. क. आज़ाद  
मुख्य निदेशक  
विभाग, विद्यापीठ अ. क. आज़ाद  
10, बंगला रोड, नई दिल्ली  
110 067/नई दिल्ली

Director

Date:

Place:

Signed on behalf of

Maulana Abul Kalam Azad  
Institute of Asian Studies (MAKAIAS)

Director