

## MEMORANDUM OF UNDERSTANDING

YEAR 2016-17

Memorandum of Understanding between **Ministry of Culture (MoC), Shastri Bhawan, New Delhi & North Central Zone Cultural Centre (NCZCC), Allahabad** for the Financial Year 2016-17.

1. This agreement is made this 29 day of June 2016 between MoC, as the first party and **North Central Zone Cultural Centre (NCZCC), Allahabad**, an organisation under the Ministry of Culture, hereinafter called the second party.

2. Whereas the Ministry of Culture has the following mandates:

- i. To preserve, promote and disseminate all forms of art and culture. In order to achieve this, the department undertakes the following activities:
- ii. Maintenance and conservation of heritage, historic sites and ancient monuments.
- iii. Administration of libraries.
- iv. Promotion of literary, visual and performing arts.
- v. Observation of centenaries and anniversaries of important national personalities and events.
- vi. Promotion of institutions and organizations of Buddhist and Tibetan Studies.
- vii. Promotion of institutional and individual non-official initiatives in the fields of art and culture.
- viii. Entering into cultural agreements with foreign countries.

3. And whereas **North Central Zone Cultural Centre (NCZCC), Allahabad** has the following mandate:

The main objectives of the **North Central Zone Cultural Centre (NCZCC), Allahabad** are preservation, promotion and dissemination of the folk/ traditional arts of the Zone. The Centre endeavours to develop and promote the rich diversity and uniqueness of various arts of the Zone and to upgrade and enrich consciousness of the people about their cultural heritage.

### Purpose of the MOU

- a) To achieve the organizational goals by optimum use of the funds available and proper functioning of the organisation.
- b) To achieve this, the following deliverables are required:



**1. Budget/ Accounts**

- (i) Budget outlay for the year 2016-17 amounting to Rs. 323.73 Lakhs is being allotted to **North Central Zone Cultural Centre (NCZCC), Allahabad** for carrying out organizational work. Expenditure is to be ensured;
- (ii) The Annual Report and Audited Accounts for the year 2015-16 to be prepared on time as per schedule given in Activity Calendar;
- (iii) Utilization Certificate has to be submitted to this Ministry in time;
- (iv) To dispose of all pending CAG Paras, Internal Audit Paras and PAC Paras and Internal Audit for Festivals of India.
- (v) Submission of RE-BE/Annual Plan/Outcome Budget as per Activity Calendar;
- (vi) Quarterly Expenditure Plan (QEP), Targets achieved to be reported to MoC in time.
- (vii) Ensuring that the inputs for preparation of EFC/SFC are submitted on time.
- (viii) Settlement/Re-conciliation of Advances given by the Centre.
- (ix) Month-wise physical and financial targets.
- (x) Total percentage of Plan expenditure to be met by internal revenue generation, unit-wise cost of activities
- (xi) Impact assessment and readership/viewership targets.

**2. Human Resource**

- (i) The Recruitment Rules (RRs) for all the Cadres to be framed/ reviewed with the approval of the Competent Authority.
- (ii) The process of filling up of vacancies in a time bound manner and also compliance of roster for OBC/SC/ST candidates/ holding of DPCS for promotion and MACPs.
- (iii) All pending vigilance cases to be disposed off on time and as per rules.
- (iv) Training of the staff of the organisation to be ensured as per the Staff Training Policy. A training calendar to be designed in the beginning of the year and training schedule uploaded in the website. Training of staff in Budget and Accounts, Establishment Matters, Vigilance Matters, Office Procedure etc. in ISTM, NIFM etc. to be ensured.
- (v) Verification of appointments made during the last 5-10 years has to be carried out by the Centre. This process has to be completed by the Centre by November, 2016.

**3. Legal Matters**

- (i) Amendments to the MoA to be carried out, if necessary with approval of Competent Authority.
- (ii) The bye-laws of the organisation to be framed /reviewed, if necessary.
- (iii) Monitoring and defending of the Court cases on behalf of Union of India.

#### 4. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2015-16 to be submitted to MoC by 15<sup>th</sup> November, 2016 for laying in Winter Session.
- (ii) Timely submission of information for Parliament Questions, Parliamentary Assurances and Parliamentary Matters.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament.
- (iv) Ensuring implementation of recommendations/suggestions of the Parliamentary Standing Committee.

#### 5. General

- (i) Mandatory meetings of all the Committees/ Sub-Committees/Board to be convened and conducted on time;
- (ii) The performance audit of the Organization to be got done by an external evaluator;
- (iii) Mandatory Returns and Reports for the year to be filed on time.
- (iv) Disposal of public grievances, RTI applications to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed;
- (v) Revamping of website and to make it bilingual (English & Hindi)
- (vi) Ensuring compliance of Rajbhasha Policy.
- (vii) Meeting the deadline for submission of RFD and ensuring its implementation.
- (viii) Ensuring that inputs for Cabinet Memos are submitted on time.

#### 6. Specific issues related to your organization:

- i. To take suitable steps for development of Shilpgrams.
- ii. Implementation of e-governance, introduction of online applications for all schemes, creation of online data bank of artistes and their enrolment for different schemes & programmes, publicity of proposed cultural events through social media like You Tube, Twitter, Facebook etc., Digitization of documentation of folk and tribal art forms and uploading it on the website etc.
- iii. Review of investment of Corpus Fund by the Finance Committee and Executive Board as per conditions of grant of Government of India.
- iv. Repair and renovation of buildings of ZCCs.
- v. Implementation of the recommendations of Aiyar Committee.
- vi. Adoption and implementation of Service & Recruitment Rules subject to the approval of Governing Body.
- vii. Adoption of uniform MoA once it is circulated by the Ministry of Culture, after incorporating suggestions recorded in Governing Body and forwarded to MOC.
- viii. Enhancement of internal revenue generation – at least 10% (excluding interest from corpus) over the preceding year 2015-16.
- ix. Implementation of Swachh Bharat Campaign.




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- x. To assess the needs for skill development and create tailored training modules.
  - xi. Development of an inventory on cultural and performing spaces both in public and private sector in the Zone.
  - xii. To identify and create e-services.
  - xiii. To create online system for application, utilisation certificate and accounting.
  - xiv. Performance Audit through external auditor.
  - xv. Timely conduct of the monthly activities to achieve monthly targets as indicated for the year 2016-17 shall be ensured. The cost/expenditure 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 Organization 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 the target may attract withdrawal/reduction in the budgetary support. Each activity with its physical and financial targets indicated in the MoU may be linked to the concerned object heads of the budgetary outlay for the year 2016-17 so that the physical and financial progress could be monitored with reference to the budgetary allocations under each object head.



**Signature on behalf of MoC**

प्रदीप कुमार / PRADEEP KUMAR  
निदेशक / Director  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi



**Signature on behalf of the Organisation**

**(Gaurav Krishna Bansal)**

Director

North Central Zone Cultural Centre  
Ministry of Culture  
Government of India

NORTH CENTRAL ZONE CULTURAL CENTRE, ALLAHABAD (Ministry of Culture, Govt. of India)		ACTIVITY 1 (National Culture Exchange Program)				ACTIVITY 2 (Documentation)			
		Physical		Financial		Physical		Financial	
		Target (T)	Achievement (A)	Target	Achievement	Target (T)	Achievement (A)	Target	Achievement
Month									
April, 16	8	8	32	10	0	0	0	0	0
May, 16	4	5	16	39	0	0	0	0	0
June, 16	4	0	16	0	0	0	0	0	0
July, 16	4	0	16	0	0	0	0	0	0
Aug, 16	4	0	16	0	0	0	0	0	0
Sep, 16	9	0	36	0	0	0	0	0	0
Oct, 16	12	0	48	0	0	0	0	0	0
Nov, 16	10	0	40	0	1	0	2	0	0
Dec, 16	10	0	40	0	1	0	2	0	0
Jan, 17	10	0	40	0	1	0	2	0	0
Feb, 17	10	0	40	0	1	0	2	0	0
Mar, 17	12	0	48	0	1	0	2	0	0
<b>TOTAL</b>	<b>97</b>	<b>13</b>	<b>388</b>	<b>49</b>	<b>5</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>

NOTE: The zero "0" indicated against "Achievement" does not show "NIL" achievement, rather it shows that the month is yet to come. It lies in the future and the achievement will be filled in as and when.

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NORTH CENTRAL ZONE CULTURAL CENTRE, ALLAHABAD (Ministry of Culture, Govt. of India)		ACTIVITY 3 (Guru Shishya Parampara)				ACTIVITY 4 (Theatre Rejuvenation)				
		Weight (W) = 5		Unit Cost (In Rs.) = 2 lakhs		Weight (W) = 6		Unit Cost (In Rs.) = 3 lakhs		
Month	Target (T)	Physical		Financial		Target (T)	Physical		Financial	
		Achievement (A)	Target	Achievement	Target		Achievement	Target	Achievement	Score = W*A/T
April, 16	0	0	0	0	0	0	0	0	0	0
May, 16	2	2	4	1	5	0	0	0	0	0
June, 16	2	0	4	0	0	1	0	0	0	0
July, 16	2	0	4	0	0	2	0	0	0	0
Aug, 16	2	0	4	0	0	2	0	0	0	0
Sep, 16	2	0	4	0	0	2	0	0	0	0
Oct, 16	2	0	4	0	0	2	0	0	0	0
Nov, 16	2	0	4	0	0	2	0	0	0	0
Dec, 16	2	0	4	0	0	2	0	0	0	0
Jan, 17	2	0	4	0	0	2	0	0	0	0
Feb, 17	2	0	4	0	0	2	0	0	0	0
Mar, 17	2	0	4	0	0	2	0	0	0	0
<b>TOTAL</b>	<b>22</b>	<b>2</b>	<b>44</b>	<b>1</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>57</b>	<b>0</b>	<b>0</b>

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NORTH CENTRAL ZONE CULTURAL CENTRE, ALLAHABAD (Ministry of Culture, Govt. of India)		ACTIVITY 5 (Young Talent Scheme)				ACTIVITY 6 (Shilpgram)						
		Weight (W) = 1		5 lakhs		Weight (W) = 5		25 lakhs				
		Unit Cost (In Rs.) =		5 lakhs		Unit Cost (In Rs.) =		25 lakhs				
Month	Target (T)	Physical		Financial		Target (T)	Physical		Target (T)	Financial		Score = W*A/T
		Achievement (A)	Target	Achievement	Target		Achievement (A)	Target		Achievement		
April, 16	0	0	0	0	0	0	0	0	0	0	0	0
May, 16	0	0	0	0	0	0	0	0	0	0	0	0
June, 16	0	0	0	0	0	0	0	0	0	0	0	0
July, 16	0	0	0	0	0	0	0	0	0	0	0	0
Aug, 16	0	0	0	0	0	0	0	0	0	0	0	0
Sep, 16	1	0	5	0	0	0	0	0	0	0	0	0
Oct, 16	0	0	0	0	0	0	0	0	0	0	0	0
Nov, 16	0	0	0	0	0	0	0	0	0	0	0	0
Dec, 16	0	0	0	0	0	1	0	0	25	0	0	0
Jan, 17	0	0	0	0	0	1	0	0	25	0	0	0
Feb, 17	0	0	0	0	0	0	0	0	0	0	0	0
Mar, 17	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>

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*M. K. Singh*

NORTH CENTRAL ZONE CULTURAL CENTRE, ALLAHABAD (Ministry of Culture, Govt. of India)		ACTIVITY 7 (North East Region Cultural Prog.)						ACTIVITY 8 (Tribal Sub Plan)					
		Weight (W) = 14			25 lakhs			Weight (W) = 5			7 lakhs		
		Unit Cost (In Rs.) =			Target			Unit Cost (In Rs.) =			Target		
Month	Target (T)	Physical Achievement (A)	Financial Achievement	Score = W*A/T	Target (T)	Physical Achievement (A)	Financial Achievement	Score = W*A/T	Target (T)	Physical Achievement (A)	Financial Achievement	Score = W*A/T	
April, 16	0	0	0	0	0	0	0	0	0	0	0	0	
May, 16	0	0	0	0	1	1	7	5	0	0	0	0	
June, 16	0	0	0	0	0	0	0	0	0	0	0	0	
July, 16	0	0	0	0	0	0	0	0	0	0	0	0	
Aug, 16	0	0	0	0	0	0	0	0	0	0	0	0	
Sep, 16	1	0	25	0	1	0	7	0	0	0	0	0	
Oct, 16	0	0	0	0	0	0	0	0	0	0	0	0	
Nov, 16	1	0	25	0	1	0	7	0	0	0	0	0	
Dec, 16	1	0	25	0	1	0	7	0	0	0	0	0	
Jan, 17	1	0	25	0	1	0	7	0	0	0	0	0	
Feb, 17	1	0	25	0	1	0	7	0	0	0	0	0	
Mar, 17	1	0	25	0	1	0	7	0	0	0	0	0	
<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>49</b>	<b>1</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>0</b>	

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NORTH CENTRAL ZONE CULTURAL CENTRE, ALLAHABAD (Ministry of Culture, Govt. of India)		ACTIVITY 9 (Admin. Exp. From own resources)				
		Weight (W) = 31				
		Unit Cost (In Rs.) = 28 lakhs				
Month	Target (T)	Physical		Financial		Score = W*A/T
		Achievement (A)	Target	Achievement	Target	
April, 16	1	1	28	28	28	31
May, 16	1	1	28	28	28	31
June, 16	1	0	28	0	28	0
July, 16	1	0	28	0	28	0
Aug, 16	1	0	28	0	28	0
Sep, 16	1	0	28	0	28	0
Oct, 16	1	0	28	0	28	0
Nov, 16	1	0	28	0	28	0
Dec, 16	1	0	28	0	28	0
Jan, 17	1	0	28	0	28	0
Feb, 17	1	0	28	0	28	0
Mar, 17	1	0	28	0	28	0
<b>TOTAL</b>	<b>12</b>	<b>2</b>	<b>336</b>	<b>56</b>	<b>336</b>	<b>5</b>

NOTE: The zero "0" indicated against "Achievement" does not show "NIL" achievement, rather it shows that the month is yet to come. It Lies in the future and the achievement will be filled in as and when.

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NORTH CENTRAL ZONE CULTURAL CENTRE, ALLAHABAD (Ministry of Culture, Govt. of India)							
Month	Sum of Physical Target	Sum of Physical Achievem ent	Sum of Financial Target (A) (Rs. In Lakhs)	Sum of Financial Achievem ent (B) (Rs. In Lakhs)	Non-Plan Budget (C) (Rs. In Lakhs)	Internal Revenue Generatio n (D) (Rs. In Lakhs)	Actual Financial Assistance Needed, E = (A+ C - D) (Rs. In Lakhs)
April, 16	9	9	60	38	0	28	32
May, 16	8	9	55	70	0	28	27
June, 16	8	0	51	0	0	28	23
July, 16	9	0	54	0	0	28	26
Aug, 16	9	0	54	0	0	28	26
Sep, 16	17	0	111	0	0	28	83
Oct, 16	17	0	86	0	0	28	58
Nov, 16	18	0	112	0	0	28	84
Dec, 16	19	0	137	0	0	28	109
Jan, 17	19	0	137	0	0	28	109
Feb, 17	18	0	112	0	0	28	84
Mar, 17	20	0	120	0	0	28	92
<b>TOTAL</b>	<b>171</b>	<b>18</b>	<b>1089</b>	<b>109</b>	<b>0</b>	<b>338</b>	<b>751</b>

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**NORTH CENTRAL ZONE  
CULTURAL CENTRE,  
ALLAHABAD (Ministry of  
Culture, Govt. of India)**

Month	Content Creation			Content Broadcasting			Village Coverage			Viewership/Readership			TOTAL SCORE
	Target	Achievement	Score	Target	Achievement	Score	Target	Achievement	Score	Target	Achievement	Score	
April, 16	4	4	40	4	0	40	4	4	20	2	2	20	120
May, 16	4	4	40	4	0	40	4	4	20	2	2	20	120
June, 16	4	0	0	4	0	0	4	0	0	2	0	0	0
July, 16	4	0	0	4	0	0	4	0	0	2	0	0	0
Aug, 16	4	0	0	4	0	0	4	0	0	2	0	0	0
Sep, 16	4	0	0	4	0	0	4	0	0	2	0	0	0
Oct, 16	4	0	0	4	0	0	4	0	0	2	0	0	0
Nov, 16	4	0	0	4	0	0	4	0	0	2	0	0	0
Dec, 16	4	0	0	4	0	0	4	0	0	2	0	0	0
Jan, 17	4	0	0	4	0	0	4	0	0	2	0	0	0
Feb, 17	4	0	0	4	0	0	4	0	0	2	0	0	0
Mar, 17	4	0	0	4	0	0	4	0	0	2	0	0	0
<b>TOTAL</b>	<b>48</b>	<b>8</b>	<b>1</b>	<b>48</b>	<b>0</b>	<b>1</b>	<b>48</b>	<b>8</b>	<b>1</b>	<b>24</b>	<b>4</b>	<b>1</b>	<b>4</b>

DTH Content  
(For Hrs.)

Weight = 40

Village Coverage

Weight = 20

Viewership/Readership  
(For hours)

Weight = 20

PARAMET ERS	REMARKS	PARAMET ERS	REMARKS	PARAMET ERS	REMARKS	PARAMET ERS	REMARKS
Reports	for every event & Activity	Newspape r	Coverage in leading newspapers	Newspape r	Coverage in leading newspapers	Audience class	from all age group & class
Brochure	for every event & Activity	e-Media	Coverage in leading newspapers	e-Media	Coverage in leading newspapers	Social Media	for every event & Activity
CD/DVD	for every event & Activity	Social Media	for every event & Activity	Social Media	for every event & Activity		
Photograp hs	for every event & Activity	Website	for every event & Activity	Website	for every event & Activity		

NOTE: The weights given in this section are on the basis of perceived importance of each activity & do not necessarily correlate with the financial outlay for each activity.

*(Signature)*