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**SOUTH CENTRAL ZONE CULTURAL CENTRE, NAGPUR**

**MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2016-17**

Memorandum of Understanding between **Ministry of Culture (MoC), Shastri Bhawan, New Delhi** and **South Central Zone Cultural Centre, 56/1, Civil Lines, Opp: M.L.A. Hostel, Nagpur** for the Financial Year 2016-17.

1. Whereas the mandate of the Ministry of Culture is to preserve and promote all forms of art and Culture and is responsible for formulation of policies of the Government in relation to Indian Arts, Culture and Heritage and also for the execution, monitoring and review of those policies and whereas the South Central Zone Cultural Centre has the mandate/objectives as prescribed under Clause 3 of its Constitution".

2. This agreement made this \_\_\_\_\_ day of June, 2016 between the MoC, as the first party and the **South Central Zone Cultural Centre, Nagpur**, an organization under the Ministry of Culture, hereinafter called the second party.

**Purpose of the MoU**

To achieve the organization goals by optimum use of the fund available and for proper functioning of the organization so as to complete the output targets.

To achieve this, the following deliverables are required:

**1. Budget/ Accounts**

(i) Budgetary outlay for the year 2016-17 amounting to Rs.3,000 lakhs i.e. Rs.2,000 lakhs under Plan, Rs.5,00 lakhs under North East Activities (Plan), Rs.5,00 lakhs under Tribal Sub-Plan and Rs.NIL under Non-Plan is being allotted to South Central Zone Cultural Centre for carrying out organizational work. 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.

(ii) SCZCC shall submit the Annual Report and Audited Account for the year 2015-16 to the Ministry of Culture before the end of November, 2016.

(iii) The CAG audit, if required to be done, for the year 2015-16 shall be completed by the SCZCC by September, 2016.

(iv) Provisional utilization certificate shall be submitted to the Ministry by May, 2016 and final utilization certificate by November, 2016 for the financial year 2015-16. Further, for the financial year 2016-17, monthly provisional certificate has to be submitted before seeking the next month grants.





(v) All pending CAG audit paras and internal audit paras shall be disposed off by December 2016. (95)

(vi) Inputs for preparations of EFC/SFC in accordance with the extant guidelines/ instructions of Ministry of Finance shall be submitted as per directives of MoC.

(vii) Monthly report in respect of financial and physical achievement in prescribed format as Annexure-I shall be submitted to Ministry of Culture by 1<sup>st</sup> 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.

## 2. Human Resource:

(i) SCZCC shall submit the Annual Report and Audited Account for the year 2015-16 to the Ministry of Culture before the end of November, 2016.

(ii) SCZCC will initiate necessary time bound action well in advance to fill up the vacant posts following the prescribed rules.

(iii) All DPC's will be conducted by the SCZCC within the stipulated time frame following the prescribed rules.

(iv) All pending vigilance cases shall be disposed off within the stipulated time following the prescribed rules by the SCZCC.

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

(vi) Verification of appointments made during the last 5-10 years has to be carried out by the SCZCC. This process has to be completed by the SCZCC by November, 2016.

## 3. Legal Matters

(i) Memorandum of Association shall be amended on the line of HPC's recommendations agreed by the Ministry, with the approval of the Competent Authority. This process will be completed by October, 2016.

(ii) Bye-laws of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made by November, 2016 with the approval of the Competent Authority.

(iii) Recruitment Rules in respect of all the posts will be framed/ reviewed as per the laid down guidelines and prescribed procedure. The SCZCC will complete this process by December, 2016.

(iv) SCZCC 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, 2016. The information will be kept up to date.



- (v) The Organization will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.
- (vi) The SCZCC will take action for implementing the recommendation of the High Powered Committee which has been accepted by the Ministry of Culture.

**4. Parliament Matters**

(i) Audited Accounts and Annual Report will be placed before the Parliament on time. The report shall be sent by the SCZCC to MoC before end of November, 2016.

(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 SCZCC.

**5. General**

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

Programme Committee	June 2016
Finance Committee	July 2016
Executive Board and General Body	July 2016

(ii) The Performance Audit/Peer Review shall be carried out as per GFR provisions contained in chapter 9 rule 208 (v). Every two years a Performance Audit should be done by reputed institutions of the activities of the SCZCC. For maintaining quality in academic work, an appropriate peer review system may be put in place. The SCZCC will need to display its capacity for self-introspection, if it is to remain truly independent.

SCZCC shall take action for implementation of the actionable points as indicated at Annexure-II (copy enclosed) based on the performance recommendations of the committee constituted for the performance audit for the year 2015-16.

(iii) SCZCC shall furnish/file mandatory returns/report on time. SCZCC shall also provide the report/returns as and when asked by the Ministry.

(iv) SCZCC shall ensure timely disposal of RTI application and appeal. SCZCC shall also furnish/upload certificate/report of RTO portal as per the extant guidelines.

(v) for disposal of Public Grievances/complaints, SCZCC 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 SCZCC 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 organization.

(vii) SCZCC shall ensure the inputs for Cabinet memos within the prescribed time frame.

(viii) SCZCC shall ensure compliance with the Rajbhasha Policy as per directives of Ministry of Home Affairs.

(ix) SCZCC shall implement New Pension Scheme (NPS) as per the norms of the NPS

(x) Swachh Bharat Campaign/Programmes as well as cleanliness drive shall be taken up by the SCZCC and instruction/directions given by the Ministry in this regard shall be followed.

(xi) The SCZCC shall do an inventory of cultural spaces under the charge of the organization and submit the same to this Ministry by June 2016.

(xii) The SCZCC shall be active on social media like Youtube/facebook/twitter etc. After the programme is held, photographs and videos shall be uploaded immediately along with the information on the programme. SCZCC shall also upload its programmes on Mobile Apps. Followers of the SCZCC on the social sites have to be enhanced to double from the present number of followers by December 2016.

(xiii) SCZCC will implement the following e-services.

- a. SCZCC will create online system for application and utilization certificates.
- b. SCZCC shall create online system of accounting by December 2016.
- c. SCZCC will prepare and upload its publications online which would cover both free and paid access to these e-books.
- d. The organization will be active on the MyGov platform for inviting suggestions, ideas regarding its activities during the year.

(xiv) SCZCC will provide archival material on intangible culture to MoC.



(xv) SCZCC will provide promotional films to DD Bharti and also make an inventory of films.

(xvi) Vision and mission document will be prepared by the organization and uploaded on its website.

(xvii) Under Government of India's schemes viz;TCC, museum grants, building grants etc., SCZCC has planned to apply for financial assistance to improve infrastructure at the Centre and its sub-Centres. The detailed working in being carried out and will be submitted to the Ministry shortly.

(xviii) SCZCC will emphasis on cultural research and education activities and will continue to undertake literary activities in collaboration with the Government-funded institutions, etc.

**6. Specific issues:**

(a) Timely conduct of the monthly activities to achieve monthly targets as indicated in the Annexure-I (enclosed) for the year 2016-17 shall be ensured. The cost/expenditure shown in the Annexure-I 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 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 target may attract withdrawal/reduction in the budgetary support.

(b) Each activity with its physical and financial targets indicated in the Annexure-I of the draft 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 Ministry of Culture

प्रदीप कुमार / PRADEEP KUMAR

निदेशक / Director

संस्कृति मंत्रालय / Ministry of Culture

भारत सरकार / Govt. of India

नई दिल्ली / New Delhi



Signature on behalf

of SCZCC, Nagpur

Director

South Central Zone

Cultural Centre, Nagpur

### Proposed Programme & Budget for 2016-17 (Abstract)

T.No.	Programmes / Schemes	No. of Program mes	Amount (Rs. in Lakhs)	Weight
1	National Tribal Music and Dance festival	5	90	6
2	Non-scheduled Programs	60	240	16
3	Lok Kala Yatras	5	90	6
4	Participation in Traditional Fairs	5	25	2
5	Workshops	5	60	4
6	Guru Shishya Parampara	15	30	2
7	National Cultural Exchange Programs	124	744	50
8	National Theatre Festival	1	40	3
9	Documentation of Folk & Tribal Craft	1	20	1
10	Art in Public Places	3	75	5
11	National Crafts Festival	2	80	5
	<b>Total</b>	<b>226</b>	<b>1494</b>	<b>100</b>
	Internal Revenue		<b>50</b>	
	Financial Assistance Needed		<b>1444</b>	

SOUTH CENTRAL ZONE CULTURAL CENTRE NAGPUR

Month	Activity 1 National Tribal Music and Dance festival				Activity 2 Non-scheduled Programs			
	Physical		Financial		Physical		Financial	
	Target (T)	Achievement (A)	Target	Achievement	Target (T)	Achievement (A)	Target	Achievement
	Score	Score	Score	Score	Score	Score	Score	Score
	Weight (W)		6.00		Weight (W)		16.00	
	Unit Cost Rs.18 Lakh				Unit Cost Rs. 4 Lakh			
April-16					3	X	12	X
May-16					4		16	
June-16					3		12	
July-16					6		24	
August-16	2		36		6		24	
September-16	2		36		5		20	
October-16	1		18		5		20	
November-16					5		20	
December-16					7		28	
January-17					6		24	
February-17					5		20	
March-17					5		20	
<b>Total</b>	<b>5</b>		<b>90</b>		<b>60</b>		<b>240</b>	

Note - (i) Weight should be assigned based on objective met by concerned activity and sum of weight of all activities shall be 100.

(ii) Score = Weight (Achievement / Target)

SOUTH CENTRAL ZONE CULTURAL CENTRE NAGPUR

Month	Activity 3 Lok Kala Yatras*				Activity 4 Participation in Traditional Fairs				
	Physical		Financial		Physical		Financial		
	Target (T)	Achievement (A)	Target	Achievement	Target (T)	Achievement (A)	Target	Achievement	
	Score	Score	Score	Score	Score	Score	Score	Score	
April-16									
May-16									
June-16									
July-16									
August-16	2	36							
September-16	2	36	1	5	1	5	5	5	
October-16	1	18	1	5	1	5	5	5	
November-16			1	5	1	5	5	5	
December-16			1	5	1	5	5	5	
January-17			1	5	1	5	5	5	
February-17									
March-17									
<b>Total</b>	<b>5</b>	<b>90</b>	<b>5</b>	<b>25</b>	<b>5</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>2.00</b>

\* A series of festival namely Lok Kala Yatras will be organized in five member states

Note - (i) Weight should be assigned based on objective met by concerned activity and sum of weight of all activities shall be 100.

(ii) Score - Weight (Achievement / Target)



SOUTHE CENTRAL ZONE CULTURAL CENTRE NAGPUR

Month	Activity 5 Workshops				Activity 6 Guru Shishya Parampara			
	Weight (W)		4.00		Weight (W)		2.00	
	Unit Cost Rs. 12 Lakh				Unit Cost Rs.2 Lakh			
	Physical		Financial		Physical		Financial	
Target (T)	Achievement (A)	Target	Achievement	Target (T)	Achievement (A)	Target	Achievement	Score
April-16								
May-16								
June-16								
July-16	1		12					
August-16	1		12					
September-16	1		12					
October-16				3		6		
November-16				3		6		
December-16	1		12	3		6		
January-17				3		6		
February-17	1		12	3		6		
March-17								
<b>Total</b>	<b>5</b>		<b>60</b>	<b>15</b>		<b>30</b>		

Note - (i) Weight should be assigned based on objective met by concerned activity and sum of weight of all activities shall be 100.

(ii) Score = Weight (Achievement / Target)

SOUTHE CENTRAL ZONE CULTURAL CENTRE NAGPUR

Month	Activity 7 National Cultural exchange Programs						Activity 8 National Theatre Festival				
	Weight (W)			50.00			Weight (W)				
	Unit Cost Rs. 6 Lakh			Unit Cost Rs. 40 Lakh			Physical		Financial		Score
	Target (T)	Achievement (A)	Target	Achievement	Target	Achievement	Target (T)	Achievement (A)	Target	Achievement	Score
April-16			-					-			
May-16			-					-			
June-16	20		120					-			
July-16	12		72					-			
August-16	11		66					-			
September-16	11		66					-			
October-16	10		60					-			
November-16	13		78			1		40			
December-16	12		72					-			
January-17	12		72					-			
February-17	11		66					-			
March-17	12		72					-			
<b>Total</b>	<b>124</b>		<b>744</b>			<b>1</b>		<b>40</b>			<b>3.00</b>

Note - (i) Weight should be assigned based on objective met by concerned activity and sum of weight of all activities shall be 100.

(ii) Score = Weight (Achievement / Target)

SOUTHE CENTRAL ZONE CULTURAL CENTRE NAGPUR

Month	Activity 9 Documentation of Folk & Tribal Craft				Activity 10 Art in Public Places			
	Physical		Financial		Physical		Financial	
	Target (T)	Achievement (A)	Target	Achievement	Target (T)	Achievement (A)	Target	Achievement
	Unit Cost Rs. 20 Lakh		Unit Cost Rs. 25 Lakh		Unit Cost Rs. 25 Lakh		Unit Cost Rs. 25 Lakh	
	Weight (W)		1.00		Weight (W)		5.00	
April-16			-		-		-	
May-16			-		-		-	
June-16			-		-		-	
July-16			-		-		-	
August-16			-		1		25	
September-16			-		-		-	
October-16			-		-		-	
November-16			-		1		25	
December-16			-		1		25	
January-17			-		-		-	
February-17			-		-		-	
March-17	1		-	20			-	
<b>Total</b>	<b>1</b>		<b>20</b>	<b>20</b>	<b>3</b>		<b>75</b>	

Note - (i) Weight should be assigned based on objective met by concerned activity and sum of weight of all activities shall be 100.

(ii) Score = Weight (Achievement / Target)



SOUTHE CENTRAL ZONE CULTURAL CENTRE NAGPUR

Month	Activity 11 National Crafts Festival						Score
	Physical		Financial		Weight (W)		
	Target (T)	Achievement (A)	Target	Achievement	Unit Cost Rs. 40 lakh		
					5.00		
April-16			-				
May-16			-				
June-16			-				
July-16			-				
August-16			-				
September-16	1		40				
October-16			-				
November-16	1		40				
December-16			-				
January-17			-				
February-17			-				
March-17			-				
Total	2		80				



Final Sheet

Sum of physical Target	Sum of physical Achievement	Sum of financial Target (A)	Sum of financial Achievement (B)	Non-Plan Budget (C)	Internal Revenue Generation (D)	Actual Financial Assistance needed E=(A+C-D)
5		90			5	85
60		240			5	235
5		90			5	85
5		25			10	15
5		60			3	57
15		30			3	27
124		744			2	742
1		40			4	36
1		20			10	10
3		75			2	73
2		80			1	79
						-
						-
						-
						-
226	-	1,494	-		50	1,444