

SAHITYA AKADEMI
New Delhi

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2017 – 18

Memorandum of Understanding between Ministry of Culture (MoC), Shastri Bhawan, New Delhi and Sahitya Akademi (SA), Rabindra Bhavan, 35, Ferozeshah Road, New Delhi for the Financial Year 2017-18.

1. This agreement made this ____ day of April 2017 between the MoC, as the first party and the Sahitya Akademi, New Delhi, an organization under the Ministry of Culture, hereinafter called the second party.
2. Whereas the mandate of the Ministry of Culture is to preserve and promote all forms of art and culture. It is responsible for formulation of policies of the Government in relation to Indian Art, Culture and Heritage and also for the execution, monitoring and review of those policies and whereas the Sahitya Akademi has the mandate/objectives as prescribed under Clause 3 of its Constitution"

Purpose of the MoU

To achieve the organizational goals by optimum use of the funds 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 2017-18 under Revenue head is amounting to Rs. 3243.00 lakhs i.e. Rs. 2743.00 lakh (GBS), Rs. 100.00 (TSP) and Rs. 400.00 lakh (NER) has been allotted to Sahitya Akademi 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) Akademi shall submit the Annual Report and Audited Account for the year 2016-17 to the Ministry of Culture before the end of November 2017.
- (iii) The CAG audit, if required to be done, for the year 2016-17 shall be completed by the Akademi by September 2017.
- (iv) Provisional utilization certificate shall be submitted to the Ministry by May 2017 and final utilization certificate by November 2017 for the financial year 2016-17. Further, for the financial year 2017-18, 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 2017.

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- (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 1st 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.
- (viii) Governing Body of SA shall review user charges/source of internal revenue generation at least once in a year; and this exercise should preferably be completed by the month of September every year.
- (ix) SA shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government.
- (x) SA shall designate an appropriate level officer to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure.
- (xi) Administrative Division in the Ministry may put up in place a system of external or internal peer review of the SA every three year or five year depending on the size of SA, in terms of GFR 229 (ix), and further release of grant to SA shall depend on the outcome of such review.
- (xii) Performance parameters, output targets in term of details of program of work and qualitative improvement in output, along with commensurate input requirements should clearly be spelled out in the MoU. Further, the output targets, given in measurable units of performance should form the basis of budgetary support extended to the SA. The roadmap for improved performance with clear milestones should form part of the MoU.
- (xiii) SA shall account for revenue and capital expenditure separately. SA shall maintain and present their annual accounts/final accounts in the standard prescribed format by the Government.
- (xiv) While seeking grants from the Ministry, SA shall provide the information in the prescribed format by the IFD and the Administrative Division shall process the proposal on quarterly basis indicating the month-wise proposed release amount during the quarter. However, the Administrative Division will release the concurred amount on monthly basis.
- (xv) All interests or other earnings against the GIA or advances (released to SA) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- (xvi) SA should take advantage of the pension or gratuity schemes or group insurance schemes or house building loan schemes or vehicle loan schemes etc. available in the market for employees instead of undertaking liability own their own or Govt. account.

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- (xvii) SA shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and annual report.
- (xviii) SA shall submit UC in the prescribed format along with the reports regarding performance/targets achieved, outcome, etc. in accordance with new UC format (GFR 12-A). The UC shall disclose separately the annual expenditure incurred and the funds given to suppliers of stores and assets, to construction agencies, to staff for (HBA and purchase of conveyance) which do not constitute expenditure at that stage but have been met out of Grants and are pending adjustments. These shall be treated as unutilized grant allowed to be carried forward.
- (xix) The Administrative Division shall encourage SA to maximize internal resources and eventually attain self-sufficiency. To achieve this, administrative division may assign the target of internal revenue generation at least 30% of the total budget of the SA, and accordingly the physical and financial targets may be given to the SA.
- (xx) The actual expenditure by SA on the activities shall be subject to the availability of funds. While incurring the expenditure, SA shall adhere to the provisions of GFRs besides other instructions of the Govt. issued from time to time.

2. Human Resource

- (i) Akademi shall review/frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority by December, 2017.
- (ii) The Academy 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 Akademi 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 Academy.
- (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 Akademi. For this purpose, a training calendar be designed in the beginning of the year. The Akademi 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 Akademi. This process has to be completed by the Akademi by November, 2017.

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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, 2017.
- (ii) Bye-laws of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made by November, 2017 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 procedures. The Akademi will complete this process by December 2017.
- (iv) Akademi 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 2017. The information will be kept up to date.
- (v) The Organisation will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.
- (vi) The Akademi will take action for implementing the recommendations 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 Akademi to MOC before end of November 2017.
- (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 Akademi.

5. General

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

General Council	June & December 2017 and February 2018
Executive Board	June & December 2017 and March 2018

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Finance Committee

June and October 2017

Advisory Boards in

September/October 2017

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- (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 Akademi. For maintaining quality in academic work, an appropriate peer review system may be put in place. The Akademi will need to display its capacity for self-introspection, if it is to remain truly independent.
- (iii) Akademi shall furnish/ file mandatory returns/ report on time. Akademi shall also provide the report/returns as and when asked by the Ministry.
- (iv) Akademi shall ensure timely disposal of RTI application and appeal. Akademi shall also furnish/upload certificate/report on RTI portal as per the extant guidelines.
- (v) For disposal of Public Grievances/complaints, Akademi 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 Sahitya Akademi 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) Akademi shall ensure the inputs for Cabinet Memos within the prescribed time frame.
- (viii) Akademi shall ensure compliance with the Rajbhasha Policy as per directives received from MHA.
- (ix) Akademi 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 Akademi and instruction/directions given by the Ministry in this regard shall be followed.
- (xi) The Akademi shall do an inventory of cultural spaces under the charge of the organization and submit the same to this Ministry by June, 2017.
- (xii) The Akademi 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. Sahitya Akademi shall also upload its programmes on Mobile Apps. Followers of the Akademi on the social sites have to be enhanced to double from the present number of followers by December, 2017.

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- (xiii) Akademi will implement the following e-services.
- (a) Akademi will create online system for application and utilization certificates.
 - (b) The Akademi shall create online system of Accounting by December, 2017.
 - (c) Sahitya Akademi 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) Akademi will provide archival material on intangible culture to IGNCA.
- (xv) Akademi 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 HRIDAY and PRASAD projects, Akademi has identified six writers Sant Kabir, Acharya Tulsidas, Acharya Hazari Prasad Dwevedi, Munsii Premchand, Aadi Shankracharya and Acharya Ramchandra Shukla on whom the Akademi will take up work in the seven schools adopted by the Sahitya AKademi. The programmes are continuing as per the schedule in the following seven schools/inter colleges:

1.	Rameshwar Mahadeo Inter College	Premchand
2.	Arya Mahila Balika Inter College	Kabirdas
3.	Ram Krishnan Vidya Mandir Inter College	Tulsidas
4.	Agrasen Kanya Inter College	Ramchandra Shukla
5.	Sanatan Dharm Inter College	Adi Shankaracharya
6.	Rajkiya Queens Inter College	Premchand
7.	Sewabharati Uttar Buniyadi Inter College	Hazari Prasad Dwivedi

A lecture on the life and works of the writers may be arranged. Akademi will also arrange debate, essay competition, poetry reading and will try to organize plays on the works of the above writers in the above colleges. The Akademi will take the services of Weaver Service Centre, Varanasi for the program on Kabir.

- (xviii) Akademi will emphasis on cultural research and education activities and will continue to undertake literary activities in collaboration with the Government funded education institutions.
- (ix) Governing Body of the organisation shall review user charges/sources of internal revenue generation at least once a year and inform the administrative Ministry. This excercise should preferably be completed before the formulation of Union Annual Budget.

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- (xx) Organisation should designate an officer of appropriate level to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure. The Financial limits up to which such concurrence is mandatory may be drawn up by the organisation. The Chief Executive officer of the organisation will be responsible for overall financial management of the organisation.
- (xxi) Public Financial Management System (PFMS) has to be put in use by the organisation.

6. Specific issues:

- (a) Timely conduct of the monthly activities to achieve monthly targets as indicated in the Annexure - I (enclosed) for the year 2017-18 shall be ensured. Budgetary outlay for the year 2017-18 under Revenue head is amounting to Rs. 3243.00 lakhs. However, the cost/expenditure shown in the Annexure-I of the MoU is Rs. 5350.00 lakh which is inclusive of Internal Revenue of Rs. 150.00 lakh which is more than BE of Rs. 3243. Hence, actual expenditure on each activity beyond the budget allocation 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 target is achieved in time, allocation of additional fund 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 2017-18 so that the physical and financial progress could be monitored with reference to the budgetary allocations under each object head.

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Signature on behalf
of Ministry of Culture

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Dy. Secy. (Akad.)

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Signature on behalf
of Sahitya Akademi

(K. Sreenivasarao)
Secretary
Sahitya Akademi

Rs. in Lacs.

Month	Sum of Physical Target	Sum of Physical Achievement	Sum of Financial Target	Sum of Financial Achievement	Non Plan Budget	Internal Revenue Generation	Actual Financial Assistance Needed
			(A)	(B)	(C)	(D)	E=(A+C-D)
Apr-17	2594		220			10	210
May-17	5669		265			10	255
Jun-17	8248		435			10	425
Jul-17	8701		365			10	355
Aug-17	12032		1212			10	1202
Sep-17	9275		316			10	306
Oct-17	10230		686			10	676
Nov-17	15762		332			15	317
Dec-17	40296		396			15	381
Jan-18	30676		448			15	433
Feb-18	52277		414			20	394
Mar-18	45255		266			15	251
Total	241015	0	5355	0	0.00	150	5205