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MEMORANDUM OF UNDERSTANDING

SAHITYA AKADEMI AND THE MINISTRY OF CULTURE

2025-26

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 Art, Culture and Heritage and also for the execution, monitoring and review of those policies and whereas the Sahitya Akademi has the mandate/objective as prescribed under Clause-3 of its Memorandum of Association/constitution.

The agreement, made this 18th day of September month 2025 between the Ministry of Culture, as the first party and Sahitya Akademi (SA), New Delhi an organization under the Ministry of Culture, hereinafter called the second party.

1. 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, the following deliverables are required.

2 Budget / Accounts

(i) Budgetary allocation for carrying out organizational work for the year 2025-26 as detailed below

(Amount in Lakhs)

GIA- General	2000.00
GIA - Salary	1750.00
SAP	5.00
CCA	300.00
Total	**4055.00**

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) The CAG Certification Audit, if required to be done, for the year 2024-25 shall be completed by SA by October 2025. All pending CAG audit paras and internal audit paras shall be disposed off in a time bound manner.

(iii) Final Utilization Certificate shall be submitted by SA for the year 2024-25 by November 2025. Provisional Utilization Certificate for the year 2025-26 shall be submitted at the beginning of the Financial Year.

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

(v) The 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. SA shall also provide the status to the Ministry.

(vi) SA shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government.

(vii) The output targets, given in measurable units performance should form the basis of budgetary support extended to the SA.

(viii) 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 Ministry.

(ix) While seeking grants from the Ministry of Culture, 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. The concurred amount shall be released on a monthly or a quarterly basis.

(x) All interests or other earnings released to SA against the GIA or advances shall be mandatorily remitted to the Ministry of Culture, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.

(xi) 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 on their own or Govt. account.

(xii) SA shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and annual reports.

(xiii) SA shall maximize internal resource generation with the aim of meeting at least 30% of its establishment cost

(xiv) 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 GFR provisions besides other instructions of the Govt. issued from time to time.

(xv) SA shall submit UC in the prescribed format alongwith the reports regarding performance/ targets achieved, outcome etc. in accordance with new UC format (GFR 12-A). The UC shall separately disclose the annual expenditure incurred and the funds given the 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 grants allowed to be carried forward.

(xvi) The Administrative Division in the Ministry may put up in place a system of external or internal peer review of the SA every three years or five years as per GFR 229 (ix) and further release of grant to SA shall depend on the outcome of such review.

Secretary
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Akademi, Rabindra Bhavan
मार्ग, नई दिल्ली
Road,

(xvii) Monthly report in respect of financial and physical achievement shall be submitted to the 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.

(xviii) The organisation shall 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 organization. Secretary, SA will be responsible for overall financial management of the organization.

(xix) In terms of Ministry of Finance office Memorandum no. 26(120)/EMC Cell/2016 dated 28th March, 2017, the administrative division shall ensure through MoU that SA sets up necessary internal audit mechanisms to carry out regular internal audit as an additional reporting mechanism and the audit reports are placed before GB/EB/FC for discussion.

(xx) The Akademi may earmark a portion of funds to support programmes and activities proposed by the Ministry.

(xxi) The overall establishment expenditure of the organization shall be limited to a maximum of 40% of its total budget.

3. Human Resource

(i) SA shall review/frame its Human Resources Policy and modify the same, if required with the approval of Ministry by October 2025.

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

(iii) All DPCs will be conducted by SA 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 SA.

(v) Training policy for the staff, ensured as per the Staff Training Policy. shall be worked out and submitted to the Ministry. A training calendar shall be designed at the beginning of the year. SA shall send the status of skill development module quarterly to the Ministry.

(vi) Verification of appointments made during the last 5-10 years shall be carried out by SA. This process has to be completed by the SA by the end of October 2025.

4. Legal Matters

(i) Memorandum of Association and Service Bye-Laws of SA shall be framed/reviewed and amended, as and when required with the approval of Ministry.

(ii) Recruitment Rules in respect of all the posts will be framed/reviewed as per the laid down guidelines and prescribed procedures. SA will complete this process in a time bound manner.

(iii) SA shall ensure timely monitoring of the court cases. All the court cases with their status will also be uploaded/ updated on the website of Legal Information Management & Briefing System (LIMBS). The information shall be kept up to date.

(iv) The organization shall utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.

5. Parliament Matters

(i) The organization shall submit the Annual Report and Audited Account along with Review Statement and Delay Statement, if required, for the year 2024-25 to the Ministry of Culture by November 2025.

(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 the Ministry 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 Ministry.

6 (a) General Issues

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

Body	Scheduled Meetings
General Council	June 2025, February 2026
Executive Board	June 2025, December 2025, February 2026
Finance Committee	June 2025, December 2025
Advisory Boards	January/February 2026 (in 24 languages)

सचिव/Secretary

(c) SA shall be active on the MyGov platform for inviting suggestions, ideas regarding its activities during the year.

(d) SA shall prepare and upload its publications online which would cover both free and paid access to these e-books.

(xiii) Impact assessment of existing programmes/projects will be done as per guidelines of the Ministry. Impact Assessment to be enhanced by including schools and colleges for its activities, with at least 2 schools visiting the Akademi's galleries.

(xiv) The GC/GB shall review user charges/ sources of internal revenue generation at least once a year. This exercise shall preferably be completed before the formulation of the Union Annual Budget.

(xv) All the payments should be made through the Public Financial Management System (PFMS)/ Treasury Single Account (TSA).

(xvi) Vision and Mission documents shall be prepared by the Organization and uploaded on its website.

(xvii) SA shall furnish /file mandatory returns/report on time. SA shall also provide the report/returns as and when asked for by the Ministry. SA shall also submit status of campus/ workshops/ seminars/ festivals/ Exhibitions/ Events etc. every month to the Ministry.

(xviii) SA shall emphasize on cultural research and education activities and shall continue to undertake literary activities in collaboration with the Government funded education institutions.

(xix) Awards and its process shall be restructured as per the guidance and direction of the Ministry.

(xx) Sahitya Akademi (SA) will publish e-books and develop a dedicated portal for their sale, similar to Kindle.

(xxi) The akademi shall endeavor to fulfill the directions given by HCM and Ministry time to time.

6 (b) Specific Issues

(i) Timely conduct of the monthly activities to achieve monthly targets as indicated at the Annexure for the year 2025-26 shall be ensured. The cost/expenditure shown in the Annexure 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 of the organization and compliance with the GFR provisions besides adherence to the economy measures as issued by the 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.

(ii) Every two years a Performance Audit shall be done by reputed institutions of the activities of the organization. For maintaining quality in its working, an appropriate peer review system may be put in place. SA will need to display its capacity for self-introspection, if it is to remain truly independent.

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

(iv) SA shall ensure timely disposal of RTI application and appeal. Akademi shall also furnish/upload certificate/report on RTI portal as per the extant guidelines. SA shall also send the status of RTI application/ appeal to the Ministry.

(v) For disposal of Public Grievances/complaints, SA 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. SA should also send status of public grievances quarterly to this Ministry.

(vi) SA's 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 the Organization will be uploaded on the website of the Organization. SA shall also send the status of updating by laws and RR on the website of the Ministry.

(vii) SA shall ensure the inputs for Cabinet Memos within the prescribed time frame.

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

(ix) Akademi shall implement New Pension Schemes (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. SA shall also send the status of Swachhta Abhiyan undertaken to the Ministry.

(xi) The SA 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. SA shall also upload its programmes on Mobile Apps. Followers of the SA on the social sites have to be enhanced to double from the present number of followers expeditiously.

(xii) SA shall implement the following e-services and take proactive action on the same during 2025-26

(a) SA shall create an online system for application and utilization certificates.

(b) SA shall create an online system of Accounting.

(ii) Each activity with its targets indicated shall be linked to the concerned object heads of the budgetary outlay for the year 2025-26 so that the physical and financial progress could be monitored with reference to the budgetary allocation under each object head.

(iv) The SA shall do an inventory of cultural spaces under the charge of the organization and submit the same to this Ministry.

(iv) Under Government of India's HRIDAY and PRASAD projects. Akademi has identified six writers Sant Kabir, Acharya Tulsidas, Acharya Hazari Prasad Dwevedi, Munsi Premchand, Aadi Shankacharya and Acharya Ramchandra Shukla on whom the Akademi will take up work in the seven schools by the Sahitya Akademi. The programmes are continuing as per the schedule in the following seven schools/inter colleges:

S.No	Institutions	Writers
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 will be arranged. Akademi will also arrange debate, essay competition, poetry reading and will try to place the works of the above writers in the above colleges as per the demand of the schools from time to time.

7. Specific Deliverables

(i) SA should remain in constant touch with other Akademis / ZCC so as to utilize the maximum benefit of their collective resources. Their interaction should be IT based so that real time basis information can be exchanged.

(ii) Akademi should take note of the fact that some select art forms should not be given budgetary support to the detriment of other art forms. Similarly, regional coverage must be broad based. Akademis should conduct programmes all over India.

(iii) Art forms: Akademis distribute grants and also, they are the repositories of extensive research work done by scholars. Since Govt. funding is involved, the public should get maximum access to the work done by the Akademis.

(iv) Management of Space: Akademis have extensive space in the form of auditoriums, open grounds, seminar halls, etc. Optimum use of facilities should be endeavored so that common people/artists may have the access. Space which is unused by the Akademis should be used for public facility areas like café, toilets, cloak rooms, etc. Public space should be towards the front of buildings and office areas towards the back.

(v) Value addition to the Akademis: Akademis should be at the fulcrum of our cultural activities. All programmes should be given the maximum publicity so that extensive footfall can be garnered. The Akademies may consider installing interactive kiosks for the young generation. Their website should have a virtual facility for promotion of information about the Akademis origin, role, and growth of their activities. Their websites, apps and other kiosks should be monitored and measured by the site visits of internet users.

(vi) Outreach activities: SA should give focus on designing different types of activities to all segments of society. The SA may work out a plan to bring underprivileged children to the SA for exposure to their cultural programmes and other activities. Along with the annual calendar which is submitted towards the beginning of the year, the quarterly calendar must be reviewed and shall be well in advance with the Ministry so as to ensure maximum publicity.

(vii) Marketing: All relevant public and private space should be used for marketing events. Approach new generation outfits to popularize the ethos of our culture which are propagated by Akademis.

(viii) Capacity Building: SA may include courses and adapt best practices followed in other parts of the world, and engage specialized professionals for capacity building. The Akademies may consider creating informal social media groups to facilitate informal interaction, discussion, and engagement around ongoing and upcoming programmes.

Sanctioned amount by the Ministry of Culture to the Sahitya Akademi is ₹ 40,55,00,000/- (Rupees Forty crore and fifty-five lakh Only).

26/9/2025

Signature on behalf

of Ministry of Culture

Signature on behalf

of Sahitya Akademi

के. श्रीनिवासराव/K. SREENIVASARAO
सचिव/Secretary
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