

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR
2019-20

Memorandum of Understanding between **Ministry of Culture (MoC)**, Shastri Bhawan, New Delhi and **Kalakshetra Foundation (KF)**, Chennai, for the Financial Year 2019-20.

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 Art, Culture and Heritage and also for the execution, monitoring and review of those policies and whereas the Kalakshetra Foundation has the mandate/objectives as prescribed under section 9 of 'Kalakshetra Foundation Act, 1993'.
2. This agreement made this 6th day of Sept. 2019 between the MoC, as the first party and the Kalakshetra Foundation, Chennai, an organization under the Ministry of Culture, hereinafter called the second party.

Purpose of the MoU

To achieve the organizational goals by optimum use of the funds available and for proper functioning of the organization to complete the output targets.

To achieve this, the following deliverables are required:

1. **Budget/ Accounts**

- (i) Budgetary outlay for the year 2019-20 under Revenue head amounting to Rs. 1790.14 lakhs i.e. Grant-in-aid General Rs.445 lakh, Creation of Capital Assets of Rs.700.00 lakh, Grant-in-aid-Salaries of Rs.630.14 and SAP General of Rs. 15.00 lakh has been allotted to Kalakshetra Foundation, Chennai for carrying out organizational work.

While incurring the expenditure, requisite approval of concerned FC/GB or MoC as the case may be, will have to be obtained before executing the work.

- (ii) Kalakshetra Foundation will be submitting the Annual Report and Audited Account for the year 2018-19 to the Ministry of Culture by December 2019.
- (iii) The CAG audit, if required to be done, for the year 2018-19 shall be completed by the Kalakshetra Foundation in a time bound manner.
- (iv) Provisional Utilization Certificate for the grants received for the year 2018-19 has been received from Kalakshetra Foundation. Final utilization certificate will be submitted by Kalakshetra Foundation once CAG audit is concluded. Further for the financial year 2019-20, monthly provisional certificate would to be submitted before seeking the next month's grant.





- (v) All pending CAG audit paras and internal audit paras shall be disposed off in a time bound manner.
- (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) Governing Board of KF 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. KF shall also send the status of the same to this Ministry as per Annexure-VII attached.
- (viii) KF shall maintain database relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government.
- (ix) KF shall designate an appropriate level officer to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure.
- (x) Administrative Division in the Ministry may put up in place a system of external or internal peer review of the KF every three year or five year depending on the size of KF, in terms of GFR 229 (ix), and further release of grant to KF shall depend on the outcome of such review.
- (xi) 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 KF. The roadmap for improved performance with clear milestones should form part of the MoU.
- (xii) KF shall account for revenue and capital expenditure separately. KF shall maintain and present their annual accounts/final accounts in the standard prescribed format by the Government.
- (xiii) While seeking grants from the Ministry, KF 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.
- (xiv) All interests or other earnings against the GIA or advances (released to KF) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- (xv) KF 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.
- (xvi) KF shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and annual report.



- (xvii) KF 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.
- (xviii) The Administrative Division shall encourage KF 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 KF, and accordingly the physical and financial targets may be given to the KF.
- (xix) The actual expenditure by KF on the activities shall be subject to the availability of funds. While incurring the expenditure, KF shall adhere to the provisions of GFR besides other instructions of the Govt. issued from time to time.
- (xx) KF shall provide gist of the physical and financial progress and status report of all pending CAG Audit paras/parliamentary assurances on monthly basis to this Ministry. If above report is not received within the stipulated time, monthly grant released by the Ministry to KF will not be processed.
- (xxi) Monthly report in respect of financial and physical achievement in the prescribed format as per Annexure-V and Annexure-VI shall be submitted to the MoC by first 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) Kalakshetra Foundation shall review/frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority in a time bound manner.
- (ii) The Kalakshetra Foundation will initiate necessary time bound action well in advance to fillup the vacant posts following the prescribed rules.
- (iii) All DPC's will be conducted by the Kalakshetra Foundation within the stipulated time frame following the prescribed rules.
- (iv) All pending vigilance cases shall be disposed of within the stipulated time following the prescribed rules by the Kalakshetra Foundation.
- (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 Kalakshetra Foundation. For this purpose, a training calendar be designed in the beginning of the year. Kalakshetra Foundation 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 Kalakshetra Foundation. This process has to be completed by KF by November, 2018.

3. Legal Matters

- (i) Regulations of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made in a time bound manner with the approval of the Competent Authority.
- (ii) Recruitment Rules in respect of all the posts will be framed/ reviewed as per the laid down guidelines and prescribed procedures. Kalakshetra Foundation will complete this process in a time bound manner.
- (iii) Kalakshetra Foundation 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) in a time bound manner. The information will be kept up to date.
- (iv) The Organization will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.
- (v) Kalakshetra Foundation 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 of KF will be placed before the Parliament by the Administrative Division within the stipulated time.
- (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 KF.

5. General

- (i) Mandatory meeting of the Kalakshetra Foundation's Governing. Board Academic Committee and Finance Committee shall be convened and conducted on time.



- (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 Kalakshetra Foundation. For maintaining quality in academic work, an appropriate peer review system may be put in place. Kalakshetra Foundation will need to display its capacity for self - introspection, if it is to remain truly independent.
- (iii) Kalakshetra Foundation shall furnish/ file mandatory returns/ report on time. Kalakshetra Foundation shall also provide the report/returns as and when asked by the Ministry.
- (iv) Kalakshetra Foundation shall ensure timely disposal of RTI application and appeal. Kalakshetra Foundation shall also furnish/upload certificate/report on RTI portal as per the extant guidelines. KF shall also send the status of RTI application/appeal quarterly to this Ministry as per Annexure-I attached.
- (v) For disposal of Public Grievances/complaints, Kalakshetra Foundation 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. KF shall also send the status of public grievances quarterly to this Ministry as per Annexure-II attached.
- (vi) Kalakshetra Foundation 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. KF shall also send the status of updating Bye-laws and RR on the website to this Ministry as per Annexure-III attached.
- (vii) Kalakshetra Foundation shall ensure the inputs for Cabinet Memos within the prescribed time frame.
- (viii) Kalakshetra Foundation shall ensure compliance with the Rajbhasha Policy as per directives received from MHA.
- (ix) Kalakshetra Foundation 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 KF and instruction/directions given by the Ministry in this regard shall be followed. KF shall also send the status of Swatchta Abhiyan undertaken to this Ministry as per Annexure-IV attached.
- (xi) Kalakshetra Foundation shall do an inventory of cultural spaces under the charge of the organization and submit the same to this Ministry in a time bound manner.
- (xii) Kalakshetra Foundation shall be active on social media like You tube/ Facebook/ twitter etc. After the programme is held, photographs and videos shall be uploaded immediately along with the information on the programme. Kalakshetra Foundation shall also upload its programmes on Mobile Apps.



Followers of the Kalakshetra Foundation on the social sites have to be enhanced to double from the present number of followers by December 2018.

- (xiii) Kalakshetra Foundation will implement the following e-services:
- (a) Kalakshetra Foundation will create online system for application and utilization certificates.
 - (b) Kalakshetra Foundation shall create online system of Accounting by December 2019.
 - (c) Kalakshetra Foundation 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.
 - (e) Kalakshetra Foundation will provide archival material on intangible culture to IGNCA.
 - (f) Kalakshetra Foundation will provide promotional films to DD Bharti and also make an inventory of films.
 - (g) Vision and Mission document will be prepared by the Organization and uploaded on its website.
 - (h) Kalakshetra Foundation will emphasis on cultural research and education activities and will continue to undertake literary activities in collaboration with the Government funded education institutions
- (xiv) Governing Board of the organization shall review user charges/sources of internal revenue generation at least once a year and inform the administrative Ministry. This exercise should preferably be completed before the formulation of Union Annual Budget.
- (xv) Organization 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 organization. The Chief Executive officer of the organization will be responsible for overall financial management of the organization.
- (xvi) Public Financial Management System (PFMS) has to be put in use by the organization.
- (xvii) KF shall also submit the status of workshop/seminar/festivals/events etc every month to this Ministry as per Annexure-V attached.

6. Specific Issues

Timely conduct of monthly activities to achieve monthly targets as indicated in Annex-1 (enclosed) for the year 2019-20 shall be ensured. The cost/expenditure shown in Annex. I of the MoU has been estimated on the basis of average expenditure incurred in the past years. Actual expenditure on each activity is subject to budget to KF and compliance to 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.

Each activity with its physical and financial targets indicated in the Annex. 1 of the MoU may be linked to the concerned object heads of the budgetary outlay for the year 2019-20 so that the physical and financial progress could be monitored with reference to the budgetary allocations under each object head.

7. Specific deliverable for achieving MoC goals

At present all Akademis of Ministry are working in silos. KF should remain in constant touch with other akademis 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.

Kalakshetra Foundation should take note of the fact that same few select art forms should not be given budgetary support to the detriment of other art forms. Similarly, regional coverage must be broad based.

- (i) Arts forms: Kalakshetra Foundation is the repository of research work done by scholars. Since Govt. funding is involved public should get maximum exposure of the work done by the Kalakshetra Foundation. KF shall furnish the above information to the Ministry of Culture on quarterly basis as per the Annexure-VI.
- (ii) Management of space: Kalakshetra Foundation has 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 Kalakshetra Foundation should be used for public facility areas like cafe, toilets, cloak rooms etc. Public space should be towards front of buildings and office areas towards the back. KF shall furnish the above information to the Ministry of Culture on quarterly basis as per the Annexure-VII.
- (iii) Value Addition to the Kalakshetra Foundation: Kalakshetra Foundation should be at the fulcrum of local cultural activities. All programmes should be given the maximum publicity so than extensive foot fall can be garnered. It may think to install interactive kiosks for young generation. Its website should have a virtual facility for promotion of Akademis origin, role and growth of their activities. Their websites, apps and other kiosks should be monitored and measured by the site visits of netizens.
- (iv) Outreach activities: Kalakshetra Foundation should give focus on membership and should design different types of activities to cater different type of people. They may work out a plan to bring under privileged children to the Kalakshetra Foundation for exposure to their plays, cultural programmes and other activities. Along with annual calendar, which is submitted towards beginning of the year, quarterly calendar must be reviewed and shall well in advance with the Ministry to ensure maximum publicity. KF shall submit the details of the visits of poor/under-privileged children as per Annexure-VIII attached to the Ministry.



- (v) Kalakshetra Foundation is the repository of vast cultural activities. They may think of collaboration with Tata Sky, Airtel and other satellite channels and content providers so that their programmes can be constantly viewed on a dedicated channel.
- (vi) Marketing: All relevant public and private space should be used for marketing events. Approach new generation outfits like Spic Macay to popularize the ethos of our culture which are propagated by akademis.
- (vii) Capacity Building: Encourage courses and exchange of best practices followed in other parts of the world. Engage specialized professionals for capacity building. Informal social media group or face book pages where informal interaction about programmes may also be thought of.



Signature
(On behalf of Ministry of Culture)



Signature
(On behalf of KF)

ANNEXURE-VI**Research/ Publications**

1	2	3	4	5	6	7	8	9
Sr. No.	Topic of Research/ Subject	Grant released or not Details thereof	Name of Author	Whether published or not	If not , reasons therefore	Whether paid publication or not?	Has it published online	If so, book link for payment

ANNEXURE-VII**Auditoriums/Lecture Halls/Open Ground**

Sr.No	Activity	Space allotted (Sq.feet)	Capacity (No. of seats)	Revenue Generation	Feasibility of increasing Revenue Generation	User Charges	Remarks

ANNEXURE-VIII**Visit of Under-privileged Children**

Sr. No.	Number of Children Visited	Area from which they visited	Activity participated	Remarks, if any