

## MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2016 – 17

Memorandum of Understanding between Ministry of Culture (MoC), Shastri Bhawan, New Delhi and Kalakshetra Foundation (KF), Chennai, 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 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 its Act”.
2. This agreement made this 17<sup>th</sup> day of June 2016 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 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. 1448.00 lakhs i.e. Rs. 700.00 lakhs under Plan and Rs. 748.00 lakhs under Non-Plan is being allotted to Kalakshetra Foundation for carrying out organizational work. While incurring the expenditure, requisite approval of concerned GB/EB/FC or MoC as the case may be, will have to be obtained before executing the work.
- (ii) Kalakshetra Foundation shall submit the Annual Report and Audited Account for the year 2015-16 to the Ministry of Culture before the end of November 2016.

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- (iii) The CAG audit, if required to be done, for the year 2015-16 shall be completed by the Kalakshetra Foundation 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.
- (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) Kalakshetra Foundation shall review/frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority by December, 2016.
- (ii) The Kalakshetra Foundation 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 Kalakshetra Foundation 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 Kalakshetra Foundation.

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- (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, 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 procedures. Kalakshetra Foundation will complete this process by December 2016.
- (iv) 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) by June 2016. 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) Kalakshetra Foundation will take action for implementing the recommendations of the High Powered Committee which has been accepted by the Ministry of Culture.

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#### 4. Parliament Matters

- (i) Audited Accounts and Annual Report will be placed before the Parliament on time. The report shall be sent by the KF 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 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.

Kalakshetra Foundation shall take action for implementation of the actionable points conveyed to them by Ministry of Culture based on the recommendation of the Committee constituted for the performance audit for the year 2015, by October, 2016.

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

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- (xii) Kalakshetra Foundation 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. 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, 2016.
- (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, 2016.
  - (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.
- (xiv) Kalakshetra Foundation will provide archival material on intangible culture to IGNCA.
- (xv) Kalakshetra Foundation 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) 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.

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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) The CVC Technical Report on the Koothambalam project of Kalakshetra Foundation along with audit Para related to it, have to be closely monitored by the Foundation. Further, relating to Activity No. 31 in the matrix, as decided, the 2nd Phase of the Koothambalam project is to be undertaken only after decision/settlement of the issues relating to first phase of the project.
- (c) 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.

*Banerjee*

Signature on behalf  
of Ministry of Culture

(BANDANA BANERJEE)

17/06/2016  
बन्दिना बैनर्जी / Bandana Banerjee  
उप सचिव / Deputy Secretary  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Government of India  
नई दिल्ली / New Delhi

*Priyadarshini Govind*

Signature on behalf  
of Kalakshetra Foundation  
(PRIYADARSINI GOVIND)

17/06/2016  
PRIYADARSINI GOVIND  
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