

**Memorandum of Understanding between Ministry of Culture, Shastri Bhawan,  
New Delhi & The Raja Rammohun Roy Library Foundation, Kolkata for the  
financial year 2014-15**

1. This agreement made this 30<sup>th</sup> day of April month 2014 between the **Ministry of Culture, Government of India** as the first party and **Raja Rammohun Roy Library Foundation (RRRLF), Kolkata** an autonomous organisation under the Ministry of Culture, hereinafter called the second party.

2. Whereas the Ministry of Culture have the mandate to fully finance the RRRLF being the nodal agency for promoting public libraries in the country.

3. And where the Raja Rammohun Roy Library Foundation have the following mandate to function as an autonomous organization under the Ministry of Culture, Government of India :-

I) To implement various Matching and Non-matching Schemes in collaboration with the State Governments and Union Territory Administrations through the State Library Committee/State Library Planning Committee for development of Public Library services throughout the country.

II) To act as a nodal agency for the National Mission on Libraries (NML) for Administrative, Logistic, Planning and Budgeting purposes.

III) To implement following three(3) projects of National Mission on Libraries (NML) :

- (a) Upgradation of existing libraries and setting-up of Model Libraries and libraries under the Ministry of Culture, Govt. of India.
- (b) Capacity Building.
- (c) Quantitative and Qualitative survey of libraries.

**Purpose of the MOU**

To achieve the organization goals by optimum use of the funds available and proper functioning of the organization.

To achieve this, the following deliverables are required;

**1. Budget / Accounts**

- (i) Budgetary outlay for the year 2014-15 amounting to Rs.442.00 lakh under Non-Plan and 4250.00 lakh under Plan including North Eastern Estates and Tribal Sub-Plan is being allotted to RRRLF for carrying out organisational work. Expenditure is to be ensured.

- (ii) The Annual Accounts for the year 2013-14 is ensured to have to be prepared on time (i.e. by 30<sup>th</sup> June, 2014). Thereafter the Accounts will be forwarded to C&AG for undertaking audit by them after being passed by the Apex Committee of RRRLF;
- (iii) The CAG audit, to be done, for the year 2013-14 will be ensured in time;
- (iv) Utilization certificate for entire plan and non-plan grants will be submitted to the Ministry;
- (v) Constant monitoring of Accounts and expenditure through Internal Audit Mechanism;
- (vi) To dispose of all pending CAG audit paras and internal audit paras.

## **2. Human Resource**

- (i) Human Resource Policy for the Organization has already been framed.
- (ii) The Recruitment Rules for all the Cadres will be reviewed periodically with the approval of the Competent Authority.
- (iii) The process for filling up vacancy of HOD's will be initiated on time.
- (iv) Vacancies in other ranks in the Organization will be filled up on time, after taking stock of the vacancies for the entire year.
- (v) All DPC's and Screening Committees for MACP for the year 2014-15 and any pending DPCs will be conducted on time.
- (vi) All pending vigilance cases will be disposed off on time and as per rules.
- (vii) Training of the staff of the organization will be ensured as per the Staff Training Policy. A training calendar will be designed in the beginning of the year.

## **3. Legal Matters**

- (i) Amendments to the MOU will be carried out, if necessary with approval of Competent Authority.
- (ii) The bye-laws of the organisation will be framed/reviewed.
- (iii) The renewal of the Registration of RRRLF will be made.
- (iv) Monitoring of the court cases will be ensured.

#### 4. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2013-14 will be placed before the Parliament immediately on receipt of Audited Accounts from C&AG and after being passed by the Apex Body.
- (ii) Fulfillment of all pending Parliamentary Assurances will be ensured.
- (iii) Legislative matters, if any, will be taken up for approval of Parliament.


#### 5. General

- (i) Mandatory meetings of all the Committees/Sub-Committees will be convened and conducted on time.
- (ii) The performance audit of the Organization will be initiated to be got done by an evaluator.
- (iii) Mandatory Reports and Returns for the year will be filed on time.
- (iv) Disposal of all the applications and appeals under the RTI Act, 2005 will be ensured as per time schedule in RTI Act.
- (v) Disposal of public grievances will be ensured. Effective Grievance Redressal Mechanism will be set up on emergent requirement. Existing policy will be reviewed.
- (vi) Website will be reviewed and revamped, if necessary.

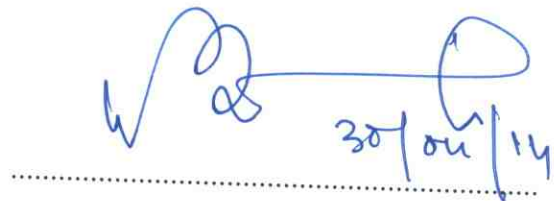
#### 6. Specific issues related to your organization:

- (i) Allocation of fund under Non-plan General in the previous year (2013-14) and in the current year (2014-15) is too insufficient to meet essential and statutory expenditure including the payment of retirement benefits and payment of pension and family pension.

Signature on behalf of MOC

  
30/04/2014

Signature on behalf of the Organisation

  
30/04/14

**K. K. Banerjee**  
Director General

**RAJA RAMMOHUN ROY LIBRARY FOUNDATION**  
Ministry of Culture, Government of India  
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