

Memorandum of Understanding for the Financial Year 2015-16

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi & The Raja Rammohun Roy Library Foundation, Kolkata for the Financial Year 2015-16

1. This agreement made this ^{26th} day of ^{March} month 2015 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. The Ministry of Culture has the following mandate:

- (i) To nominate members in the various committees of the organization as per the provisions made in its Memorandum of Association (MoA).
- (ii) To release annual grants as per the funds allocation made by the MOC and to fully finance the RRRLF being the nodal agency for promoting public libraries in the country.
- (iii) To monitor its various activities as provided in its MoA.
- (iv) To lay the Annual Report and Audited Annual Accounts of the organization on the Table of both the Houses of Parliament within the prescribed time schedule.

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

- I) To plan and carry out activities for the promotion of public libraries in the country.
- II) 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.
- III) Respond and work to address challenging problems in the field of public libraries.
- IV) To act as a nodal agency for the National Mission on Libraries (NML) for Administrative, Logistic, Planning and Budgeting purposes.

V) 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.

VI) To promote research in Public Libraries.

Purpose of the MOU

To achieve the organization goals by optimum use of the funds available and proper functioning of the organization in close co-operation with the state governments, U.Ts. and other institutions.

3. Budget / Accounts

- (i) Budgetary outlay for the year 2015-16 amounting to Rs.605.00 lakh under Non-Plan and 5815.00 lakh under Plan including North Eastern States and Tribal Sub-Plan is being allotted to RRRLF for carrying out organisational work. Expenditure is to be ensured.

(a) The financial targets/achievements – 2014-15 will be reviewed quarterly.

Head	Budget Estimate	Rs.in lakhs			
		Expenditure up to end of first quarter	Expenditure up to end of second quarter	Expenditure up to end of third quarter	Expenditure up to end of fourth quarter (upto 26 th Jan, 2015)
Plan	3650.00 *	1377.08	1323.79	714.83	5.55
Non-Plan	493.50 **	133.51	168.19	100.11	13.06

* Including Plan General Rs.2680.00, Plan Capital Rs.150.00, NE Rs.600.00 and TSP Rs.250.00

** Including Non-Plan General Rs.163.50, Capital Rs.1.00 and Salary Rs.329.00

(b) Plan and Non-Plan budgetary outlay for 2015-16 (Proposed by RRRLF)

(Rs. in Lakh)

Sl. No.	Budget Head	B. E. 2014-15		R. E. 2014-15		B. E. 2015-16	
		Plan	Non-Plan	Plan	Non-Plan	Plan	Non-Plan
1	31-Grants in aid General	3000.00	164.00	2650.00	167.00	5744.00	238.00
2	35-Grants for Creation of Capital Assets	200.00	1.00	150.00	1.50	250.00	2.00
3	36-Grants in aid Salaries	0.00	329.00	0.00	329.00	0.00	410.00
4	NE Activities	700.00	0.00	600.00	0.00	700.00	0.00
5	Tribal Sub-Plan	250.00	0.00	250.00	0.00	250.00	0.00
	Total	4150.00	494.00	3650.00	497.50	6944.00	650.00

Note: (For New Proposed Scheme)

1. Introduction of a new scheme 'Swachh Bharat Abhiyan' in the libraries subject to the approval of the Ministry of Culture and availability of fund:
An amount of Rs. 1000.00 Crore (Rupees One Thousand Crore) earmarked for 40,000 Libraries by providing assistance towards creation of facilities for sanitation and drinking water for Men, Women & Specially abled groups (@Rs. 2.50 Lakh is required for each Library). After getting it approved by the Ministry of Culture, for the first year a pilot project of the scheme will be taken up for 20 libraries during the current financial year.
2. Formulation of a new scheme for opening of Model Digital Library i.e. Smart Library in Smart City as a part of Smart City Programme :
An amount of Rs. 15.00 Crore (Rupees Fifteen Crore) needed for Building for RRRLF Smart Library in Kolkata in 'Smart City'.
3. A new scheme for establishment of Heritage Corner in the seven district libraries in the heritage cities namely Varanasi, Ajmer, Mathura, Amritsar, Gaya, Kanchipuram and Velankhani in keeping with the government of India will be formulated and introduced with the approval of the Ministry of Culture. A financial assistance of Rs.3.00 lakhs will be provided under the scheme.

(ii) The Annual Accounts for the year 2015-16 to be prepared on time (i.e. by 30th June, 2016). Thereafter the Accounts will be forwarded to C&AG for undertaking audit by them after being passed by the Apex Committee of RRRLF;

- (iii) To dispose of all pending CAG audit paras and internal audit paras within time specified by CAG
- (iv) The CAG audit, to be done for the year 2015-16 on time;
- (v) Utilization certificate for entire plan and non-plan grants will be submitted to the Ministry;
- (vi) Constant monitoring of Accounts and expenditure through Internal Audit Mechanism;
- (vii) To prepare and send to the Ministry the Annual Report and Audited Annual Accounts for the years 2014-15 by 30th November, 2016.
- (viii) Efforts will be made to develop online system for submitting application and Utilization . Certificates on time.
- (ix) Efforts will be made to develop online system of accounting.

4. 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 2015-16 and any pending DPCs will be conducted on time.
- (vi) All pending vigilance cases, if any, to be disposed of on time and as per rules.
- (vii) Training of the staff of the organization will be ensured as per the Staff Training Policy to be conducted during the year 2015-16. A training calendar will be designed in the beginning of the year.
- (viii) A training modules for imparting training for integrated computerised System Training to all staff will be conducted in a phased manner.

5. 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 as and when required.
- (iii) The renewal (annual) of the Registration of RRRLF will be made.
- (iv) Monitoring of the court cases, if any, will be ensured.

6. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2014-15 will be placed before the Parliament immediately on receipt of Audited Accounts from C&AG and after being passed by the Apex Body (30th November, 2015).
- (ii) Fulfillment of all pending Parliamentary Assurances to be ensured.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament with approval of the competent authority.

7. General

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

Sl. No.	Committees/Sub-Committees	Periodicity of the meeting	Month in which meeting to be held (tentative)
1.	Foundation Meeting* (Apex Body)	At least two meetings in a year	June/November
2.	Administrative Committee	At least three meetings in a year	February/April/September
3.	Grants Committee	At least one meeting in a year	September
4.	Central Book Selection Committee	At least two meetings in a year	February/November
5.	Research Committee	At least one meeting in a year	February
6.	Hindi Implementation Committee	Quarterly	April/July/October/January

- (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) Necessary steps will be taken for doing the performance audit.
- (vii) Steps will be taken for preparation of promotional materials/film.
- (viii) Ensure compliance to Raj Bhasha Policy.
- (ix) All employees who have joined RRRLF on or after 01.01.2004 have been covered under the National Pension Scheme (NPS)

(X) The organization will be active on the My Gov. Platform for inviting suggestions, ideas regarding its activities, during the year.

8. 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.

9. Swachh Bharat Campaign

To implement the directives of 'Swachh Bharat Abhiyan : 2014 – 2019' of Government of India steps would be taken to keep the premises clean. Various programmes and activities would be undertaken to ensure propagation of cleanliness:

- (i) To forward monthly report on various activities and plan/programme implemented for ensuring cleanliness in and around office premises to Ministry of Culture, Govt. of India.
- (ii) A new Non-Matching scheme will be introduced for providing assistance to public libraries for implementing the 'Swachh Bharat Programme' of Government of India with approval of the Administrative Committee. Under this scheme, libraries will be provided financial assistance for creation of proper sanitation facilities eg. Construction of toilets separately for men and women with facilities for differently abled users, construction of water tank and purified drinking water facilities.
- (iii) To issue circular to all library authorities of State Government/U.Ts for taking necessary steps to keep the library/organisation premises clean and make necessary arrangements for proper sanitation and purified drinking water. Field Officers will give their reports on this to RRRLF after inspection of libraries.

10. E-Services :

- (i) Steps will be taken to create 'Smart Model Libraries' in the Smart Cities of India. First will be executed by RRRLF in Kolkata.
- (ii) Steps will be taken to **create online system for application and utilization certificate**. The software will be developed by a Government agency.
- (iii) Possibilities are to be explored to **create online system of accounting**.
- (iv) Website will be reviewed and revamped regularly as per requirement.
- (v) Necessary steps will be taken to **Increase presence on social media**.
- (vi) Necessary steps will be taken to **identify and create e-services**.
- (vii) RFD will be uploaded on regular basis as per G.O.I. instructions.

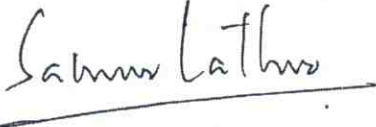
- (viii) Online access to e-resources like book, journals, newspapers, online catalogue etc is to be provided.
(ix) A system will be developed for 'Online Monitoring of Court Cases'.

11. Research Activities

- (a) RRRLF will take initiative to bring out its Quarterly Newsletter and other publications from 2015. The e-version of the publication to be made available in its website.
(b) To encourage individuals/research scholars/institutions for research activities/projects to be taken up in the field of public libraries approved by the Research Committee.
(c) A new scheme may be brought to partial support to attend international training programme/conference/seminar etc.
12. Performance Audit of the efficacy of the schemes of RRRLF will be done through a professional agency.
13. Libraries will be encouraged to organise educational and cultural activities in the vicinity of the library premises . In Phase-I State Central Libraries will be requested.

Note:- i) RFD Key Indicators given in enclosed Annexure-I.
ii) Achievement for the year 2014-15 is given in enclosed Annexure-II

Signature on behalf of MOC



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Date : 26.3.2015

Place:

Signature on behalf of the Organisation
RAJA RAMMOHUN ROY LIBRARY FOUNDATION



(Dr. Arun Kumar Chakraborty)
Director General, RRRLF and Mission Director (NML)

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