

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

Key Performance Indicators 2015-16

Sl. No.	Subject	Target		Rating			
				Excellent	Very Good	Good	Poor
1	Budget/Accounts	Non-Plan		Plan	North East (Plan)	Tribal Sub-Plan	
	Budgetary Outlay 2015-16		(Rs. in lakh)	(Rs. in lakh)	(Rs. in lakh)	(Rs. in lakh)	
		General	238.00	5744.00	700.00	250.00	
		Salary	410.00	-	-	-	
		Capital	2.00	250.00	-	-	
			650.00	6944.00			
	Annual Report	30.11.2015	30.11.2015	15.12.2015	31.01.2015	28.02.2016	
	CAG Audit	31.10.2015	30.09.2015	31.10.2015	30.11.2015	31.12.2015	
	Pending UCs	30.09.2015	30.09.2015	31.10.2015	30.11.2015	31.12.2015	
	Disposal of CAG Paras	31.10.2015	30.09.2015	31.10.2015	30.11.2015	31.12.2015	
2	Human Resource	30.04.2015		31.05.2015	31.07.2015	31.08.2015	30.09.2015
	Human Resource Policy	30.04.2015		31.05.2015	31.07.2015	31.08.2015	30.09.2015
	Recruitment Rules	Recruitment Rules have already been approved. Necessary amendment will be done in time.					
	Vacancy Position	31.10.2015	31.07.2015	31.08.2015	30.09.2015	31.10.2015	
	DPCs	July 15, January 16	31.07.2015 31.01.2016	31.08.2015 28.02.2016	30.09.2015 31.03.2016	31.10.2015 30.04.2016	
	Vigilance Matters	On case being reported					
	Training of Staff						
	Hindi	25.09.2015 20.03.2016	25.09.2015 28.02.2016	30.09.2015 15.03.2016	15.10.2015 31.03.2016	30.11.2015 20.04.2016	
	Handling of integrated RRRLF computer system	01.10.2015	31.10.2015	30.11.2015	31.12.2015	31.01.2016	
	Website content management	01.10.2015	30.11.2015	31.12.2015	31.01.2016	28.02.2016	
	Training						
	Hindi Workshop	14.09.2015	20.09.2015	30.09.2015	31.10.2015	30.11.2015	
	Computer skill up gradation-BASIC	05.10.2015	30.09.2015	31.10.2015	30.11.2015	31.12.2015	
Computer skill up gradation-ADVANCE	15.11.2015	31.10.2015	30.11.2015	31.12.2015	31.01.2016		
Training on digitalization	01.07.2015	31.12.2015	31.01.2016	28.02.2016	31.03.2016		
IT implementation in libraries	30.11.2015	31.12.2015	31.01.2016	28.02.2016	31.03.2016		

3	Legal Matters					
	Amendments to the MOA	31/12/2015	Approval for amendment of the MOA from MOC received. Proposal for amendment has been submitted to the Registrar of Societies, West Bengal. MOA will be amended on receipt of approval from the Registrar of Societies.			
	Bye Laws of the Organization	31/12/2015	30/11/2015	31/12/2015	31/01/2016	28/02/2016
	Monitoring of Court Cases	Nil				
4	Parliament Matters					
	Audited Accounts to be placed before Parliament	30/11/2015	30/11/2015	15/12/2015	30/12/2015	20/02/2016
	Fulfilment of Pending Parliamentary Assurances	No such case is pending				
	Legislative Matters	NA				
5	General					
	Mandatory Meetings of All Committees/Sub Committees conducted on time	At least twice a year as per schedule given in 7 (i) of MoU				
	Initiate performance Audit of the Organization by External Evaluator	31.12.2015	Expression of interest was invited from nine organizations empanelled by the Planning Commission. Only one party had submitted the proposal. The matter was placed before Foundation at its 90 th meeting held on 20.11.2014. The Committee in order to expedite the process, decided that an EOI may be floated through open tender in newspapers inviting proposals and quotations for undertaking the evaluation of the existing schemes of RRRLF.			
	Mandatory Returns and Reports	Periodical Returns and Reports to MOC Hindi-Quarterly Report by 15/04/2015, 15/7/2015, 15/10/2015, 15/01/2016				
	Disposal of RTI Applications	30 days from the date of receipt as per rules of RTI Act 2005				
	Disposal of Public Grievances	As per rules				
	Website Upgradation	Monthly				

HEAD OF LIBRARY/ORGANIZATION



COUNTESSAMER LATHER

(DIRECTOR OF LIBRARIES)
 DIRECTOR
 MINISTRY OF CULTURE
 संस्कृत मंत्रालय/Ministry of Culture
 भारत सरकार/Govt. of India
 नई दिल्ली/New Delhi

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Achievements: 2014-15

Sl. No.	Subject	Remarks	
		Rs. in lakhs	
1	Budget/Accounts		
	Budget 2014-15	Budget Estimate	Expenditure upto 26 th January 2015
		Plan Rs.3650.00	Rs.3421.14 93.72%
		Non-Plan Rs. 493.50	Rs.414.87 84.07%
	Annual Report	Forty-Second Annual Report for the year 2013-14 submitted to the Ministry on 26.11.2014. Already placed in both Houses of the Parliament Lok Sabha on 22.12.2014 and Rajya Sabha on 23.12.2014	
	CAG Audit	Audit on the Accounts for the year 2013-14 was done during 07.07.2014 to 05.08.2014	
	Pending UCs	NIL	
Disposal of CAG Paras	No outstanding paras		
2	Human Resource		
	Human Resource Policy	Already framed.	
	Recruitment Rules	Recruitment Rules have already been approved.	
	Vacancy Position	Recruitment to vacant posts have already been made on time except for the posts of Field Assistant which will be filled up shortly. Resulting vacancies of Assistant-One post (ST), Statistical Assistant-One and UDC-Two to be filled up shortly. For Accounts Officer post no suitable candidate applied.	
	DPCs	Held on 14.05.2014 (Group B & C), 19.09.2014 (Assistant), 17.10.2014 (LDC)	
	Vigilance Matters	No pending cases.	
	Training of Staff	Training on DSpace and PPT provided to employees.	
	Hindi	Thirteen (13) Staff deputed for Praveen training.	
	Handling of integrated RRRLF computer system	All staff have been trained in respective functional modules.	
	Website content management Training	Being done regularly.	
	Hindi Workshop	All staff participated in Hindi Workshop Held on 19.09.2014.	
	Computer skill up gradation-BASIC	Staff provided necessary training.	
	Computer skill up gradation-ADVANCE	Two staff provided training in DSpace.	
	Training on digitalization	To be provided by March, 2015	
IT implementation in libraries	Koha library software has been implemented.		
3	Legal Matters		
	Amendments to the MOA	Approval for amendment of the MOA from MOC	

		received. Proposal for amendment has been submitted to the Registrar of Societies, West Bengal. MOA will be amended on receipt of approval from the Registrar of Societies.
	Bye Laws of the Organization	Existing Byelaws will be reviewed and amendments required, if any, will be done by 31/12/2015.
	Monitoring of Court Cases	Regular, as per dates of the pending court case.
4	Parliament Matters	
	Audited Accounts to be placed before Parliament	Already placed.
	Fulfilment of Pending Parliamentary Assurances	No such case is pending.
	Legislative Matters	NA
5	General	
	Mandatory Meetings of All Committees/Sub Committees conducted on time	Foundation meeting held in June and November'14 Administrative Committee meeting held in April, September 2014 and February 2015 Grants Committee meeting held in September 2014 and Research Committee meeting held in February'15, Book Selection Committee meeting held on 3-4 February, 2015 and Hindi Implementation Committee held quarterly.
	Initiate performance Audit of the Organization by External Evaluator	Process is undergoing for inviting EOI for proposal for undertaking the proposed work of evaluation of the existing schemes of the RRRLF
	Mandatory Returns and Reports	Periodical Returns and Reports to MOC Hindi - Quarterly Reports
	Disposal of RTI Applications	30 days from the date of receipt as per Rules of RTI Act 2005
	Disposal of Public Grievances	As per rules.
	Website Upgradation	Monthly.

HEAD OF LIBRARY/ORGANIZATION
RAJA RAMMOHUN ROY LIBRARY FOUNDATION

COUNTERSIGNED

कनवर समीर लठर/KANWAR SAMEER LATHER
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संस्कृति मंत्रालय/Ministry of Culture
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi
(DIRECTOR OF LIBRARIES)
MINISTRY OF CULTURE