

**Raja Rammohun Roy Library Foundation, Kolkata**

**Memorandum of Understanding for the Financial Year 2021-22**

Memorandum of Understanding (MoU) between Ministry of Culture (MoC), Shastri Bhawan, New Delhi and Raja Rammohun Roy Library Foundation (RRRLF), Kolkata for the Financial Year 2021-22.

1. This agreement made on 29<sup>th</sup> day of June month 2021 between the **Ministry of Culture, Government of India** as the first party and **RRRLF, Kolkata** an autonomous organization fully financed by the Ministry of Culture, hereinafter called the Second Party.
2. **Whereas the Ministry of Culture** have the mandate to preserve, promote and disseminate all forms of art and culture. It 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 RRRLF has the mandate/objective as prescribed under para 3 of its Memorandum of Association and Rules.
3. **And whereas the Raja Rammohun Roy Library Foundation (RRRLF)** have the following mandate :
  - a. To plan and carry out activities for the promotion of public libraries in the country;
  - b. 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;
  - c. Respond and work to address challenging problems in the field of public libraries, in most instances, in collaboration with the State/U.T. Library Authorities;
  - d. To act as the nodal organization for the National Mission on Libraries (NML) for administrative, logistical, planning, budgeting and implementation purposes;

Hence, this Memorandum of Understanding (MoU).

**Purpose of the MoU**

To achieve the organizational goals by optimum use of the funds available and proper functioning of the organization so as to complete the outcome targets.

To achieve this, the following deliverables are required:

1. **Budget / Accounts**

- i. Budgetary outlay for the year 2021-22 amounting to Rs.2707.00 lakhs allocated under Revenue to RRRLF, Kolkata for carrying out organizational work under the following heads:
  - a. Rs.2100.00 lakh for Grant-in-aid (General).
  - b. Rs. 15.00 lakh for Grant for Creation of Capital Assets.
  - c. Rs. 590.00 lakh for Grant-in-aid (Salaries).
  - d. Rs. 2.00 lakh for SAP (General)

*Sunita*

सुनीता/SUNITA

अवर सचिव/Under Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi.





Activity-wise physical and financial targets have been shown in Annexure-I to this MoU. Monthly Expenditure Plan (MEP) and Quarterly Expenditure Plan (QEP) on the basis of activities to be carried out have been prepared and is defined at Annexure-II. RRRLF should adhere to the MEP and QEP while incurring expenditure during 2021-22. Further funds will be released only after analyzing the MEP and QEP furnished by the organization. Expenditure by RRRLF will be subject to timely release of funds.

- ii. While incurring the expenditure under NMI. schemes, requisite approval of the concerned EC/FC/Society or MoC as the case may be, will have to be obtained before executing the work. Budget will be based on the principle of zero-based budgeting. The grant-in-aid is dependent on the ability of RRRLF to show measurable improvement in service delivery with reference to the key performance indicators and achievement of targets as included in Annexure-III & IV. However, meeting physical targets is dependent on cooperation by the State Governments while meeting financial targets is subject to timely release of funds.
- iii. RRRLF will submit the Annual Report and Audited Accounts for the year 2020-21 to the Ministry of Culture before 30<sup>th</sup> November 2021 provided auditing is completed and the report is received from the CAG.
- iv. All efforts will be made that the CAG audit for the year 2020-21 is completed by September 2021.
- v. Provisional Utilization Certificate (UC) for the financial year 2020-21 shall be submitted to the Ministry by May, 2021 and Final UC by November, 2021 subject to receiving the audit report from the CAG. Further, monthly Provisional Certificate for the financial year 2020-21 has to be submitted before releasing the next month's grants.
- vi. RRRLF will 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 for adjustments. These will be treated as unutilised grant allowed to be carried forward.
- vii. All CAG's audit paras and internal audit paras should be settled by September, 2021. Settlement of pending Audit paras shall be the first agenda item of EC/FC/Foundation meetings of the RRRLF. Action Taken Report in the prescribed proforma should be submitted to the Ministry on priority basis.
- viii. *RRRLF will provide gist of the physical and financial progress to the Ministry and status report of all pending CAG audit paras/parliamentary assurances to this Ministry. If the report is not received within the stipulated time, monthly grant released will not be processed.*
- ix. Financial irregularities, if any, pointed out by the Audit and pursued by the Ministry of Culture should be taken care of and report should be furnished by RRRLF before the end of first quarter of 2021-22.
- x. 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.
- xi. Monthly Report in respect of core activities/specific deliverables undertaken by RRRLF in prescribed format shall be submitted to Ministry of Culture by the first week of the month in which it becomes due. Any other periodical report asked by the Ministry shall also be submitted within the stipulated time.
- xii. Governing body of RRRLF i.e. Foundation 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 November every year and the status of the same be furnished to this Ministry.
- xiii. RRRLF shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government.



*Sunita*

सुनीता/SUNITA  
अवर सचिव/Under Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi





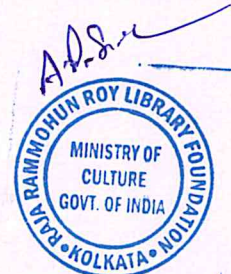
- xiv. RRRLF shall designate an officer of appropriate level to render financial advice. His concurrence should be obtained for sanction and incurring expenditure. The financial limits, upto which such concurrence is mandatory, may be drawn up by the organization. The Director General of the organization will be responsible for overall financial management of the organization.
- xv. As required by the Government of India, Public Financial Management System (PFMS) has been put in use by RRRLF.
- xvi. An external or internal periodic peer review of the RRRLF will be carried out every five years depending on the size of the autonomous body, in terms of GFR 229 (ix) and further release of grant to RRRLF will depend on the outcome of such review.
- xvii. RRRLF shall account for revenue and capital expenditure separately. RRRLF will maintain and present their annual accounts / final accounts in the standard prescribed format by the Government.
- xviii. While seeking grants from the Ministry, RRRLF 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.
- xix. All interests or other earnings against GIA or advances (released to RRRLF) shall be mandatorily remitted to Consolidated Fund of India (CFI) immediately after finalization of accounts. Such advances shall not be allowed to be adjusted against future release.
- xx. RRRLF should take advantages 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 on their own or Government account.
- xxi. RRRLF shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and Annual Report.
- xxii. RRRLF will maximize internal resources and eventually attain self-sufficiency. To achieve this, RRRLF should target internal revenue generation at least 30% of the total budget of the RRRLF, and the physical and financial targets should be in line with this.
- xxiii. The actual expenditure by RRRLF on the activities shall subject to the availability of fund. While incurring the expenditure, RRRLF will adhere to the GFRs provisions besides other, instructions of the Government issued from time to time.

## 2. Human Resource

- i. As per Govt. norms, Recruitment Rules (RRs) for all the posts should be reviewed once in five years. Hence, all pending RR (not reviewed in last five years) shall be reviewed immediately on priority basis with the approval of the Competent Authority.
- ii. All existing posts, which are vacant for more than five years, are required to be abolished as per Govt. instructions. Hence, RRRLF may take immediate action to identify all such posts and issue instructions/orders for abolition of such posts with the approval of competent authority.
- iii. All posts which are vacant for more than 2 years will fall under "deemed abolished" category and cannot be filled without revival from Department of Expenditure. Hence, RRRLF will take immediate action to identify all such posts and submit the proposal to the Ministry for revival of all such posts, if any exist.
- iv. All posts which are vacant within two years or likely to be vacant in the next six months are to be filled up on priority basis for which RRRLF may take action as per RRs of the posts.
- v. All DPCs will be conducted by RRRLF within the stipulated time following the prescribed rules.
- vi. All pending vigilance cases, if any, shall be disposed of in a time bound manner as per rules.
- vii. Training of the staff of the organization will be ensured as per the Staff Training Policy. The RRRLF will assess needs for skill development and create tailored training modules.
- viii. New Pension Scheme (if applicable) and related contribution towards any official under the Scheme will be done on time.

*Limit*

सुनीता/SUNITA  
अवर सचिव/Under Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi.





- ix. Verification of appointments made during the last 5-10 years has to be carried out by RRRLF. This process has to be completed by November, 2021.
- x. RRRLF has been entrusted by the Ministry of Culture to organize Capacity Building Programmes (CBP) of NML for skill upgradation of the public library personnel in various parts of the country in collaboration with the Universities and other Educational Institutions. RRRLF has set up a training room and lab in its own premises. Twelve (12) training programmes would be organized by RRRLF during the year 2021-22.

### 3. Legal Matters

- i. Amendments to the Memorandum of Association would be carried out, if necessary, with the approval of Competent Authority.
- ii. The bye-laws of the organisation shall be framed/ reviewed and requisite amendments, if required, would be made as per the prescribed guidelines by November 2021 with the approval of the Competent Authority.
- iii. The RRRLF will 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 2021. 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.

### 4. Parliament Matters

- i. The Audited Accounts and Annual Report for the year 2019-20 will be placed before the Parliament in time. The report shall be sent by the RRRLF to Ministry of Culture before end of November 2021.
- ii. Fulfilment of all pending Parliamentary Assurances will be ensured within the stipulated time frame. Action Taken Report in the prescribed proforma should be submitted to the Ministry on priority basis.
- 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 and such other Parliamentary Committees, if any, will be implemented from time to time with the approval of the appropriate authorities of the RRRLF.

### 5. Innovative Subjects/Projects

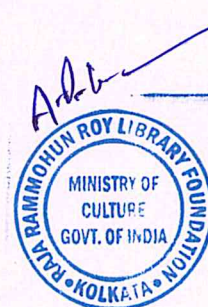
Apart from undertaking its listed commitments and implementing ongoing programmes under matching and non-matching schemes, RRRLF proposes to initiate the following new schemes/programmes during F.Y 2021-22:

- i. **To commemorate the 250<sup>th</sup> birth anniversary of Raja Rammohun Roy and participate in the celebrations announced by Prime Minister Narendra Modi:**
- a. Organise 5 zonal seminars/conferences culminating with an international conference (with national and foreign universities as partners) on knowledge systems of the future.

*Sunita*



सुनीता/SUNITA  
अवर सचिव/Under Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
मुंबई विस्तार/Extension B-1111





- b. Install two annual fellowships, in association with a university of repute, for research on knowledge, enlightenment, empowerment and equality in the 21<sup>st</sup> Century with emphasis on digital tools. The research work will be subsequently published.
- c. Publication of selected works of and on Raja Rammohun Roy in collaboration with a publisher of repute.
- d. Launch the 'Raja Rammohun Roy e-Library' by January 2022. It will have rare books on Indian history, culture, society, religion, science and art/architecture, as well as a separate section of current popular and academic books under licence agreement. This e-library will be handset enabled and accessible to everybody globally for the rare books collection and within the geographic boundary of India for current publications (which is a licence requirement).
- e. Initiate a project for the acquisition of rare books on India and set up a centre to make them accessible to users.
- f. Work with State Library Authorities to set up Raja Rammohun Roy corners in all State central libraries.

**These events are sequenced over 2020-21 to 2021-22.**

**ii. To commemorate the sesquicentennial of renowned scholar Sir Jadunath Sarkar:**

- a. Organise 5 zonal conferences on the role of libraries in the writing of history and as repositories of India's history, ensuring access to knowledge of history to all.
- b. Work with publishers to bring out special commemorative editions of Jadunath Sarkar's books which will be distributed to 400 State libraries and select college/university libraries.

**iii. Special Project for Jails, Juvenile Homes and Government run children's homes:**

Work with State Governments to provide jails, juvenile homes and Government-run children's homes with curated selection of books on spirituality, Yoga, Indian classics, skill acquisition/upgradation, biography of Indian icon, basic law and governance. The books will be in English, Hindi and the local language of the State. In the first year, we will ask State Governments to propose a list of beneficiary correctional institutions and homes, restricted to one of each category.

**iv. Pilot Project for riverside marginal communities:**

Initiate a floating library (boat library) with tools for basic digital education designed by NIIT (based on their globally acclaimed and award-winning 'Hole in the Wall' project) in collaboration with Government of Uttar Pradesh. The pilot project will be launched in Varanasi.

**v. Workshop on research methodology**

RRRLF will periodically hold a fifteen days' workshop on research methodology for research students and faculty members of information, library, and social sciences, attached to colleges and universities, and other research organizations. The course to be covered during the workshop will cover both qualitative



*Sunita*  
**सुनेता/SUNITA**  
 अवर सचिव/Under Secretary  
 संस्कृति मंत्रालय/Ministry of Culture  
 भारत सरकार/Govt. of India  
 नई दिल्ली/New Delhi





and quantitative aspects of research. The workshop will help the research students in enriching the methodological understanding of their individual research projects. The participants will be expected to pay a moderate fees for this course.

vi. **PM-led Swachh Bharat Programme to popularise public libraries and bring in more users:**

Incentivise visiting and using public libraries among young adults by funding the setting up of toilets, drinking water facilities and sanitary napkin dispensers.

For Hill States, we would consider an incentive by way of linking the supply of nutritional products to a minimum number of visits to local libraries and accessing books by children.

Both initiatives would be in collaboration with State Governments and the Union Ministry of Women and Child Development.

vii. RRRLF will robustly participate in the national celebrations to commemorate the 250<sup>th</sup> birth anniversary of Raja Rammohun Roy, 125<sup>th</sup> birth anniversary of Netaji Subhas Chandra Bose, 150<sup>th</sup> birth anniversary of Sri Aurobindo and the Centenary year of master filmmaker Satyajit Ray through special national projects.

The Foundation will work with State Governments and Union Territory Administrations to implement the following centrally funded projects during 2021-22:

- Jagrit Bharat:** To commemorate the 250<sup>th</sup> birth anniversary of Raja Rammohun Roy, a “**Raja Rammouhun Roy Digital Knowledge Corner**” will be established in Rural Public Libraries covering all States and Union Territories.
- Parakrami Bharat:** To commemorate the 125<sup>th</sup> birth anniversary of Netaji Subhas Chandra Bose, a “**Parakrami Bharat e-Corner**” will be established in District Libraries covering all States and Union Territories.
- Adhyatmik Bharat:** To commemorate the 150<sup>th</sup> birth anniversary of Sri Aurobindo, a *pecially designed* “**Spiritual Books Corner**” with selected works by and on Sri Aurobindo will be created in libraries, including District Libraries, District Correctional Homes and Welfare Homes for Women covering all States and Union Territories.
- Rachnatmak Bharat:** To commemorate the centenary year of Satyajit Ray, a *pecially designed* “**Satyajit Ray Corner**” with 500 selected books on films, including the works of Satyajit Ray, will be created in the State Central Libraries or a selected library in each State / Union Territory.

viii. **Assistance towards Development of ‘Library on Wheels’ Services in PPP model**

Matching scheme of assistance towards development of ‘Library on Wheels’ Services in Public Private Partnership (PPP) mode, will be provided with active co-operation of the State/U.T. The object of the scheme is to take library services to the doorsteps of the disadvantaged sections of the society with the mission to make quality reading resources available and to develop reading habit among the masses without any discrimination of Age, Sex, Religion, Cast, Creed and educational attainment.

*Sunita*

सुनीता/SUNITA  
अवर सचिव/Under Secretary  
सांस्कृतिक मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi





ix. **Implementation of e-Office at RRRLF.**

On the line of administrative practices adopted by various ministries of Government of India, RRRLF will implement NIC's e-Office platform for administering its internal official practices in the year 2021-22.

x. **Developing a web portal based online system for submission, approval and monitoring of applications under various schemes of RRRLF and NML**

For ensuring efficiency, transparency and ease of work in application, processing and monitoring based activities of various schemes of RRRLF and NML, development of a web based online system for submission, approval and monitoring of applications will be developed in the year 2021-22. In this connection, a proposal for the application development has been submitted to C-DAC, Kolkata.

6. **General**

- i. Mandatory meetings of all the Committees/Sub-Committees will 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).
- iii. Mandatory Returns and Reports for the year will be filed on time.
- iv. Timely disposal of all the applications and appeals under the RTI Act 2005 shall be ensured. RRRLF will also furnish/upload certificate/report on RTI Portal as the extant guidelines.
- v. For disposal of public grievances/complaints, RRRLF will 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 within 15 days.
- vi. RRRLF's website shall be reviewed, updated and revamped from time to time in accordance with GIGW (Guidelines for Indian Government Website). Memorandum of Association and Rules, Service Regulations and Recruitment Rules and amendments thereof of the organization will be uploaded on the website of the organization.
- vii. RRRLF shall ensure compliance with the Raj Bhasha Policy as per directives received from MHA.
- viii. Swachh Bharat Campaign/programmes as well as cleanliness drive shall be taken up by RRRLF and the instructions/directions given by this Ministry in this regard shall be followed. RRRLF will also send the status of Swachhta Abhiyan undertaken to this Ministry as per Annexure-V attached.
- ix. RRRLF will 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.
- x. RRRLF will implement the following e-services:
  - a. RRRLF will create online system for application of financial assistance and utilization certificates.
  - b. The organization will be active on the **My Gov. Platform** for inviting suggestions, ideas regarding its activities, during the year.
- xi. Vision and Mission document will be prepared by the Organization and uploaded on the website.

*Sunita*

सुनीता/SUNITA  
अवर सचिव/Under Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi





## 7. Specific deliverables for achieving MoC goals

RRRLF will furnish the status report of the following core activities in **Annexure - V** on a monthly basis:

- i. Status of RTI
- ii. Status of Public Grievances
- iii. Status of Swachhta Abhiyan
- iv. Seminars/Symposiums/Workshops etc
- v. Research program in the area of development of library movement.
- vi. Procurement of library books
- vii. Digitization of Manuscripts/Artefacts/Rare Books under the matching/non-matching schemes to make the digital content available on RRRLF's website and NVLI portal.
- viii. To frame a new scheme for making available e-books in the hands of citizen, leveraging latest technology.

This information, together with the Annual Reports and Audited Accounts and any further reports/documents prepared in relation to the progress and development of the RRRLF, will be used to monitor the yearly performance. 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 target is achieved in time, allocation of additional fund could be considered to conduct more activities. Any short fall in target may attract withdrawal/reduction in budgetary support.

*Sumits*

Signature on behalf of MOC  
सुनीता/SUNITA  
अवर सचिव/Under Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi.

*Ajay Pratap Singh*  
(Prof. Ajay Pratap Singh)  
Director General  
RAJA RAMMOHUN ROY LIBRARY FOUNDATION  
Raja Rammohun Roy Library Foundation  
Ministry of Culture, Government of India  
Block: DD-34, Sector-1, Salt Lake City  
Kolkata - 700 064

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**RAJA RAMMOHUN ROY LIBRARY FOUNDATION**  
Ministry of Culture, Govt. of India  
DD- 34, Sector-I, Salt Lake, Kolkata 700064

MoU F. Y. 2021-22: At a Glance

(Rs in Lakh)

Name of the Head	Name of the Scheme	Physical Target	Financial Target
<b>Assistance to Libraries</b>	M- Assistance to Libraries	18333	1100.00
	NM- Assistance to Libraries	1250	200.00
(i) 31 Grants-in-aid-General	Establishment Expenses, Administrative Expenses & Pension & DCRG	15	800.00
(ii) 35 Grants for Creation of Capital Assets	Capital Creation (Building, Furniture & Fixture, Computer, Electrical Installation, Staff Car)	4	15.00
(iii) 36 Grants-in-aid-Salary	Salary	-	590.00
(iv) 96-31 SAP-General	Swachhata Action Plan	3	2.00
<b>Total</b>		<b>19605</b>	<b>2707.00</b>

M: Matching, NM: Non-matching

*RRRLF will dynamically allocate fund under the Matching and the Non-Matching schemes keeping in view the progress of activities and expenditures thereof.*

Director General, RRRLF

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सुनीता/SUNITA  
अवर सचिव/Under Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi.





RAJA RAMMOHUN ROY LIBRARY FOUNDATION

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31 Grants-in-aid-General						31 Grants-in-aid-General					
Activity : Assitance toLibraries under Matching Schemes						Activity : Assitance toLibraries under Non-Matching Schemes					
Weight (W) = 40.64						Weight (W) = 7.39					
Unit Cost (in Rs.) = 1100.00 Lakh/18333 = 0.06 Lakh						Unit Cost (in Rs.) = 200.00 Lakh/1250 = 0.16 Lakh					
Month	Physical		Financial		Score = W*(A/T)	Month	Physical		Financial		Score = W*(A/T)
	Target (T) : Number of Library Assisted	Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)			Target (T) : Number of Library Assisted	Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)	
Apr-21	83		5.00			Apr-21	55		8.80		
May-21	173		10.40			May-21	79		12.60		
Jun-21	517		31.00			Jun-21	69		11.00		
Jul-21	510		30.60			Jul-21	78		12.40		
Aug-21	517		31.00			Aug-21	79		12.60		
Sep-21	1570		94.20			Sep-21	75		12.00		
Oct-21	1590		95.40			Oct-21	54		8.60		
Nov-21	1140		68.40			Nov-21	79		12.60		
Dec-21	1847		110.80			Dec-21	128		20.40		
Jan-22	2527		151.60			Jan-22	154		24.60		
Feb-22	2933		176.00			Feb-22	176		28.20		
Mar-22	4927		295.60			Mar-22	226		36.20		
Total	18333		1100.00			Total	1250		200.00		

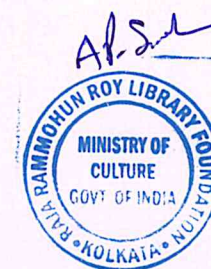
N.B. 1 Unit Cost has been calculated on the basis of average assistance per library for F. Y. 2020-21 i.e Expenditure F. Y. 2020-21 / no of libraries assisted.

1. Unit Cost has been calculated on the basis of average assistance per library for F. Y. 2020-21 i.e Expenditure F. Y. 2020-21 / no of libraries assisted .

2. Average price of items supplied for libraries vary widely due to specifications, Rates ,Items covered e.g Books, Establishment of Children Corner, Career Guidance Section, Library Building construction/Computers/Furniture to NGO Run Library, Facilities for Specially abled groups etc.

*Sunita*

सुनीता/SUNITA  
अवर सचिव/Under Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi.





35 Grants for Creation of Capital Assets						31 Grants-in-aid-General					
Activity : Capital Creation (Building, Furniture & Fixture, Computer, Electrical Instalation, Staff Car)						Activity : Establishment Expenses, Administrative Expenses and Pension & DCRG					
Weight (W) = 0.55						Weight (W) = 29.55					
Unit Cost (in Rs.) = 15.00 Lakh/4 = 3.75 Lakh						Unit Cost (in Rs.) = 800.00 Lakh/15 = 53.33 Lakh					
Month	Physical		Financial		Score = W*(A/T)	Month	Physical		Financial		Score = W*(A/T)
	Target (T)	Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)			Target (T)	Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)	
Apr-21	0		0.00			Apr-21	1		53.00		
May-21	0		0.00			May-21	1		60.00		
Jun-21	1		3.75			Jun-21	2		105.00		
Jul-21	0		0.00			Jul-21	1		60.00		
Aug-21	1		3.75			Aug-21	1		60.00		
Sep-21	0		0.00			Sep-21	1		57.00		
Oct-21	0		0.00			Oct-21	2		105.00		
Nov-21	0		0.00			Nov-21	1		60.00		
Dec-21	0		0.00			Dec-21	1		60.00		
Jan-22	0		0.00			Jan-22	1		60.00		
Feb-22	1		3.75			Feb-22	1		60.00		
Mar-22	1		3.75			Mar-22	1		60.00		
Total	4		15.00			Total	15		800.00		

1. Unit Cost has been calculated on the basis of average assistance per library for F. Y. 2020-21 i.e. Expenditure F. Y. 2020-21 / no of items

1. Unit Cost has been calculated on the basis of average assistance per library for F. Y. 2020-21 i.e. Expenditure F. Y. 2020-21 / no of items

*Sumits*

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अवर सचिव/Under Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
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96-31 SAP-General						Sum of Physical Target	Sum of Physical Achievement	Sum of Financial Target (A) (Rs. in Lakh)	Sum of Financial Achievement (B)	Internal Revenue Generation (D) (Interest earned from Bank) (Rs. in Lakh)	Financial Assistance needed including salaries (Rs. in Lakh)
Activity : Swachhata Action Plan											
Weight (W) = 0.07											
Unit Cost (in Rs.) = 2.00 Lakh/3 = 0.66 Lakh											
	Physical		Financial		Score = W*(A/T)						
Month	Target (T)	Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)							
Apr-21	1		0.66			140		67.46			116.62
May-21	0		0.00			253		83.00			132.16
Jun-21	0		0.00			588		150.75			199.92
Jul-21	0		0.00			589		103.00			152.17
Aug-21	0		0.00			597		107.35			156.52
Sep-21	1		0.67			1647		163.87			213.04
Oct-21	1		0.67			1647		209.67			258.84
Nov-21	0		0.00			1220		141.00			190.17
Dec-21	0		0.00			1975		191.20			240.37
Jan-22	0		0.00			2682		236.20			285.36
Feb-22	0		0.00			3112		267.95			317.11
Mar-22	0		0.00			5155		395.55			444.72
Total	3		2.00			19605		2117.00			2707.00

1. Unit Cost has been calculated on the basis of average assistance per library for F. Y. 2020-21  
i.e Expenditure F. Y. 2020-21 / no of items

N.B. Internal Revenue Generation included Bank Interest

*Sunita*  
सुनीता/SUNITA  
अवर सचिव/Under Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
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Percentage (Quarter - wise)	Month	31 GIA	35 GIA	36 GIA	NE	TSP	SAP	Total
	Apr-21	66.80	0.00	49.16			0.66	116.62
	May-21	83.00	0.00	49.16			0.00	132.16
	Jun-21	147.00	3.75	49.17			0.00	199.92
14	Q1 Total	296.80	3.75	147.49			0.66	448.70
	Jul-21	103.00	0.00	49.17			0.00	152.17
	Aug-21	103.60	3.75	49.17			0.00	156.52
	Sep-21	163.20	0.00	49.17			0.67	213.04
18	Q2 Total	369.80	3.75	147.51			0.67	521.73
	Oct-21	209.00	0.00	49.17			0.67	258.84
	Nov-21	141.00	0.00	49.17			0.00	190.17
	Dec-21	191.20	0.00	49.17			0.00	240.37
26	Q3 Total	541.20	0.00	147.51			0.67	689.38
	Jan-22	236.20	0.00	49.16			0.00	285.36
	Feb-22	264.20	3.75	49.16			0.00	317.11
	Mar-22	391.80	3.75	49.17			0.00	444.72
42	Q4 Total	892.20	7.50	147.49			0.00	1047.19
100	Grand Total (excluding Salary)	2100.00	15.00	590.00	0.00	0.00	2.00	2707.00

Total (Weightage)	77.58	0.55	21.80	0.00	0.00	0.07	100.00
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Break-up of weightage in GIA Gen :

Matching	40.64
Non-Matching	7.39
Administration	29.55

31-GIA GEN	77.58
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*Sunita*

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Weightage (Quarter - wise)	Percentage (Month - wise)
	4
	5
	7
16.58	
	6
	6
	8
19.27	
	10
	7
	9
25.47	
	11
	12
	16
38.68	100
100.00	





## Annexure - II

RAJA RAMMOHUN ROY LIBRARY FOUNDATION, KOLKATA			
FINANCIAL YEAR 2021-22 (Monthly / Quarterly Expenditure Plan - MEP/QEP)			
Quarter	Month	MEP (Rs. in lakh)	QEP (Rs. in lakh)
Quarter-I	Apr-21	116.62	448.70
	May-21	132.16	
	Jun-21	199.92	
Quarter-II	Jul-21	152.17	521.73
	Aug-21	156.52	
	Sep-21	213.04	
Quarter-III	Oct-21	258.84	689.38
	Nov-21	190.17	
	Dec-21	240.37	
Quarter-IV	Jan-22	285.36	1047.19
	Feb-22	317.11	
	Mar-22	444.72	
Total (2021-22)		2707.00	2707.00

*Sunita*

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**Annexure-III**

**RAJA RAMMOHUN ROY LIBRARY FOUNDATION**

Ministry of Culture, Government of India

MOU : Key Performance Indicators 2021-22

Sl.No.	Item	Minimum Targets
1.	Outreach programmes, Seminars/Conference, Workshop, Exhibition and Lectures	The RRRLF extends financial supports to library/organization of State Authorities for organization of outreach activities.
2.	Publications	Newsletter , Annual Report, Publicity materials.
3.	Research	Tagore National Fellowship Award RRRLF Research Project
4.	Exhibitions	Libraries /library authorities are entitled for organization of Book Fare/Book exhibitions.
5.	Laying of the Audited Accounts and Annual Reports on the tables of both the Houses of Parliament	30.11.2021
6.	Organizing Hindi Workshops	September 2021
7.	Swachh Bharat program	Regular basis
8.	Cultural Activities	NA
9.	Increase presence in Social Media	Facebook, Twitter, You Tube, flicker
10.	The recruitment Rules for all the staff to be reviewed	Under process.
11.	Audited Accounts and Annual reports for the year 2019-20	30.09.2021
12.	Uploading of RFD on the site	As per rule
13.	Maintenance of asset register	30.06.2021
14.	Month wise Physical and Financial Targets	30.06.2021
15.	Percentage of Plan expenditure to be met by internal generation	NA
16.	Unit-wise cost of activities	Development of libraries under grant-in-aid
17.	Impact assessment/readership targets	To be done through inspection of libraries assisted./Survey

*Sunita*

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भारत सरकार/Govt. of India  
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(Prof. Ajay Pratap Singh  
Director General, RRRLF)





## RAJA RAMMOHUN ROY LIBRARY FOUNDATION

Ministry of Culture, Government of India

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2021-22 WITH THE  
MINISTRY OF CULTURE

Sl. No.	Subject	Target	
<b>1.</b>	<b>Budget and Accounts</b>		
1.1	Head Wise BE 2021-22	General Salary Capital SAP	(Rs. in lakh) 2100.00 590.00 15.00 2.00 <b>2707.00</b>
1.2	Annual Report	30.11.2021	
1.3	CAG Audit	30.09.2021	
1.4	Pending UCs	30.11.2021	
1.5	Disposal of CAG Paras	30.09.2021	
<b>2.</b>	<b>Human Resources</b>		
2.1	Human Resource Policy	Has already been framed.	
2.2	Vacancy Position	Will be updated timely.	
2.3	DPC	July 2021 and January 2022	
2.4	Training of Staff	Throughout the year. Hindi: Praveen & Parangat Course 480 library personnel will be trained under Capacity Building Programme during 2021-22 by RRRLF	
2.5	New Pension Scheme	As per rules	
<b>3.</b>	<b>Legal Matters</b>		
3.1	Amendments to the MOA	Done and approved by Foundation 20.6.2016	
3.2	Bye Laws of the Organization	31.10.2021	
3.3	Online Court Cases monitoring	As and when required.	
<b>4.</b>	<b>Parliament Matters</b>		
4.1	Audited Accounts to be placed before Parliament	By 30.11.2021	
4.2	Fulfillment of Pending Parliamentary Assurances	No such case pending.	
4.3	Implementation of recommendations/suggestions of the Parliamentary Standing Committee	Will be implemented as and when received.	
4.4	Legislative Matters	NA	
<b>5.</b>	<b>General</b>		
5.1	Mandatory Meetings of All Committees/Sub Committees conducted on time	As per rule.	
5.2	Performance Audit of the Organization by External Evaluator	Proposal to be sent.	
5.3	Mandatory Returns and Reports	As per rules.	
5.4	Disposal of RTI Applications	Within 30 days from the date of receipt.	
5.5	Disposal of Public Grievances	As per rules.	
5.6	Website Upgradation	Monthly	
5.7	Swachh Bharat Campaign	Regular basis	
5.8	Social Media	Contents to be uploaded regularly.	
5.9	RFD uploading	To be done on time.	

On behalf of MoC

Sunita

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भारत सरकार/Govt. of India  
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(Prof. Ajay Pratap Singh)  
Director General, RRRLF



## ANNEXURE-V

Table 1 - Status of RTI

Sr No	No of RTI received	No of RTI pending from last month	No of RTI disposed	Pending RTI	Remarks if any

Table 2 - Status of Public Grievances

Sr No	No of Public Grievances received	No of Public Grievances pending from last month	No of Public Grievances disposed	Pending Public Grievances	Remarks if any

Table 3 - Status of Swachhta Abhiyan

Sr No	Name of the	No. of participants	No. of actual participants	Name of the partnering organization if any	Remarks if any

Table 4 - Seminars/Symposiums/Workshops etc.

Sr.No.	Activities	Budget	Topic/Theme	No. of the Participants	Guest Speakers/Chief Guest	Place of programme	Remarks

Table 5 - Research Project in the area of development of Library movement

Sr.No.	Budget	No. of Fellows /Research Associates	Research project undertaken/ Area of research	Participating institutions, if any	Outcome of research project	Remarks

*Sanita*

सुनीता/SUNITA

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भारत, सरकार/Govt. of India  
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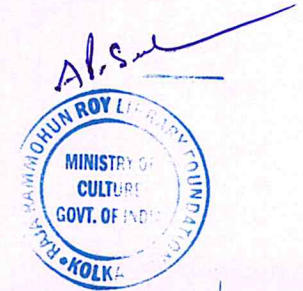




Table 6 - Monthly status- Procurement of books and their distribution

Sr.No.	Whether bibliographic detail available	Remarks

Table 7 - Digitization of Manuscripts/Artefacts under the matching/non-matching schemes

Sr. No.	Total nos. of Manuscripts available	Total nos. of Artefacts available	Nos. of Manuscripts digitized so far	Nos. of Artefacts digitized SO far	Whether digitized manuscripts/ artefacts uploaded on online portal/website of RRRLF/NVLI for

Table 8 - Monthly progress in the finalization of e-books scheme

Status till last month	Status as last day of the preceding month

Table 9 - Monthly progress of the components under NML

SNo.	Component	Status at the end of last month	Status at the end of preceding month	Whether status uploaded in NML's website?

*Sunita*

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अवर सचिव/Under Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
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