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**MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2019-20 BETWEEN  
MINISTRY OF CULTURE AND SAHITYA AKADEMI**

Memorandum of Understanding between **Ministry of Culture, Shastri Bhawan, New Delhi** and **Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi** for the Financial Year 2019-20.

1. This agreement made this 3<sup>rd</sup> day of July 2019 between the M/o Culture, as the first party and **the Sahitya Akademi, New Delhi**, an organization under the Ministry of Culture, hereinafter called the second party.
2. Whereas the mandate of the Ministry of Culture is to preserve and promote 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 Sahitya Akademi has the mandate/objectives as prescribed under Clause 3 of its Constitution.

**Purpose of the MoU**

To achieve the organizational 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 2019-20 amounting to Rs.3944.32 lakhs i.e. Rs.3394.32 lakhs under Revenue, Rs.450.00 lakhs under NE (Plan) and Rs.100.00 lakhs under Tribal Sub-Plan has been allotted to Sahitya Akademi for carrying out organizational work. While incurring the expenditure, requisite approval of concerned GC/EB/FC or MoC as the case may be will have to be obtained before executing the work.
- (ii) The Annual Report and Audited Account for the year 2018-19 shall be submitted before the end of November 2019.

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- (iii) The CAG audit, if required to be done, for the year 2018-19 shall be completed by September 2019.
- (iv) Provisional utilization certificate shall be submitted to the Ministry by May 2019 and final utilization certificate by November 2019.
- (v) All pending CAG audit paras and internal audit paras shall be disposed of in a time bound manner.
- (vi) Inputs for preparations of EFC/SFC in accordance with the extent guidelines/instructions of Ministry of Finance shall be submitted as per directives of MoC.
- (vii) Monthly report in respect of financial and physical achievement 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.
- (viii) Governing body of SA 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 September every year. Akademi shall also send the status of the same to this Ministry as per annexure-IX attached.
- (ix) SA shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government.
- (x) SA shall designate an appropriate level officer to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure.
- (xi) Administrative Division in the Ministry may put up in place a system of external or internal peer review of the SA every three year or five year depending on the size of SA in terms of GFR 229 (ix) and further release of grant to SA shall depend on the outcome of such review.

- (xii) SA shall account for revenue and capital expenditure separately. SA shall maintain and present their annual accounts/final accounts in the standard prescribed format by the Government.
- (xiii) While seeking grants from the Ministry, SA 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.
- (xiv) All interests or other earnings against the GIA or advances (released to SA) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- (xv) SA should take advantage 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 own their own or Govt. account.
- (xvi) SA shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and annual report.
- (xvii) SA shall submit UC in the prescribed format alongwith 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 the 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 adjustments. These shall be treated as unutilized grant allowed to be carried forward.
- (xviii) The Administrative Division shall encourage SA to maximize internal resources and eventually attain self-sufficiency. To achieve this, administrative division may assign the target of internal revenue generation at least 30% of the total budget of the SA, and accordingly the physical and financial targets may be given to the SA.

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(xix) The actual expenditure by SA on the activities shall be subject to the availability of fund. While incurring the expenditure, SA shall adhere to the GFRs provisions besides other instructions of the Govt. issued from time to time.

## **2. Human Resource**

- (i) Akademi shall review/frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority in a time bound manner.
- (ii) The Akademi 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 Akademi 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 Akademi.
- (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 Akademi. For this purpose, a training calendar be designed in the beginning of the year. The Akademi will assess needs for skill development and create tailored training modules. Akademi shall also send the status of Skill Development Module quarterly to this Ministry as per annexure-V attached.
- (vi) Verification of appointments made during the last 5-10 years has to be carried out by the Akademi. This process has to be completed by the Akademi in a time bound manner.

## **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.



- (ii) Bye-laws of the organization shall be framed/reviewed and requisite amendments shall be made as per the prescribed guidelines 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.
- (iv) Akademi 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 2019. The information will be kept up to date.
- (v) The Organization will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.
- (vi) The Akademi will take action for implementing the recommendations of the High Powered Committee which has been accepted by the Ministry of Culture.

#### **4. Parliament Matters**

- (i) The Audited Accounts and Annual Report for the year 2018-19 to be placed before the Parliament.
- (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.

#### **5. General**

- (i) Mandatory meetings of all the Committees / Sub-Committees will be convened and conducted on time.

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The meetings will be convened as per the following schedule:

**General Council** June 2019&February2020

**Executive Board** June2019, December 2019&February 2020

**Finance Committee** May and November 2019

**Advisory Boards in** December 2019, January/February2020  
24 languages

- (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 Akademi. For maintaining quality in academic work, an appropriate peer review system may be put in place. The Akademi will need to display its capacity for self-introspection, if it is to remain truly independent.
- (iii) Akademi shall furnish/file mandatory returns/ report on time. Akademi shall also provide the report/returns as and when asked by the Ministry.
- (iv) Akademi shall ensure timely disposal of RTI application/appeal and shall furnish/upload certificate/report on RTI portal as per the extant guidelines. Akademi shall also send the status of RTI application/appeal quarterly to this Ministry as per annexure-I attached.
- (v) For disposal of Public Grievances/complaints, Akademi 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. Akademi shall also send the status of Public Grievances quarterly to this Ministry as per annexure-II attached.

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- (vi) The Sahitya Akademi 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. Akademi shall also send the status of updating by-laws and RR on the Website to this Ministry as per annexure-III attached.
- (vii) Akademi shall ensure the inputs for Cabinet Memos within the prescribed time frame.
- (viii) Akademi shall ensure compliance with the Rajbhasha Policy as per directives received from MHA.
- (ix) Akademi shall implement New Pension Schemes (NPS) as per the norms of the NPS subject to GFR Provisions and approval by IFD(Culture)/Competent Authority.
- (x) Swachh Bharat Campaign/Programmes as well as cleanliness drive shall be taken up by the Akademi and instruction/directions given by the Ministry in this regard shall be followed. Akademi shall also send the status of Swachhta Abhiyan undertaken to this Ministry as per annexure-IV attached.
- (xi) The Akademi shall do an inventory of cultural spaces under the charge of the organization and submit the same to this Ministry as per Annexure-IX attached.
- (xii) The Akademi 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. Sahitya Akademi shall also upload its programmes on Mobile Apps. Followers of the Akademi on the social sites have to be enhanced to double from the present number of followers.
- (xiii) Akademi will implement the following e-services.

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- (a) Akademi will create online system for application and utilization certificates.
- (b) The Akademi shall create online system of Accounting by December, 2019.
- (c) The organization will be active on the MyGov platform for inviting suggestions, ideas regarding its activities during the year.
- (xiv) Akademi will provide archival material on intangible culture in IGNCA.
- (xv) Akademi 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) Under Government of India's HRIDAY and PRASAD projects. Akademi has identified six writers SantKabir, AcharyaTulsidas, AcharyaHazari Prasad Dwevedi, Munsii Premchand, AadiShankacharya and AcharyaRamchandra Shukla on whom the Akademi will take up work in the seven schools adopted by the Sahitya Akademi. The programmes are continuing as per the schedule in the following seven schools/inter colleges:

1.	<b>RameshwarMahadeo Inter College</b>	<b>Premchand</b>
2.	<b>AryaMahilaBalika Inter College</b>	<b>Kabirdas</b>
3.	<b>Ram Krishnan VidyaMandir Inter College</b>	<b>Tulsidas</b>
4.	<b>AgrasenKanya Inter College</b>	<b>RamchandraShukla</b>
5.	<b>SanatanDharm Inter College</b>	<b>AdiShankaracharya</b>
6.	<b>Rajkiya Queens Inter College</b>	<b>Premchand</b>
7.	<b>Sewabharati Uttar Buniyadi Inter College</b>	<b>Hazari Prasad Dwivedi</b>

A lecture on the life and works of the writers may be arranged. Akademi will also arrange debate, essay competition, poetry reading and will try to plays on the works of the above writers in the above colleges. The Akademi will take the services of Weaver Service Centre, Varanasi for the program on Kabir. Akademi shall also submit the status of Seminar/Symposium/Literary forum/Translation workshop/Meet the Author/Kavi Sandhi/Katha Sandhi/Poetry Festival/All India Writers Meet etc. every month to this Ministry as per annexure-VI attached. Status of



Gramlok Programees shall also be submitted to the Ministry as per Annexure-VII attached.

- (xviii) Akademi will emphasis on cultural research and education activities and will continue to undertake literary activities in collaboration with the Government funded education institutions.
- (xix) Governing Body of the organization shall review user charges/sources of internal revenue generation at least once a year and inform the administrative Ministry. This exercise should preferably be completed before the formulation of Union Annual Budget.
- (xx) Organization should designate an officer of appropriate level to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure. The Financial limits up to which such concurrence is mandatory may be drawn up by the organization. The Chief Executive officer of the organization will be responsible for overall financial management of the organization.
- (xxi) Public Financial Management System (PFMS) has to be put in use by the organization.
- (xxii) Akademi shall provide gist of the physical and financial progress to the Ministry and status report of all pending CAG audit paras/parliamentary assurances on monthly basis to this Ministry. If the report is not received within the stipulated time, monthly grant released will not be processed.

**6. Specific deliverable for achieving M/o Culture goals:-**

At present all Akademis of Ministry are working in silos. SA should remain in constant touch with other akademis so as to utilize the maximum benefit of their collective resources. Their interaction should be IT based so that real time basis information can be exchanged.

While conducting programmes regional coverage must be broad based. Sahitya Akademi should conduct programmes all over India unless it is state centered.

- (i) SA distributes grants and also they are the repositories of extensive research work done by scholars. Since Govt. funding is involved public should get maximum exposure of the work done by the Akademi. Akademi shall also submit the status of Research/Publications/Grants undertaken/released every month to this Ministry as per annexure-VIII attached.
- (ii) Management of space: Optimum use of facilities should be endeavored so that common people/artists may have the access. Space which is unused by the SA should be used for public facility areas like café, toilets, cloak rooms etc. Public space should be towards front of buildings and office areas towards the back. Akademi shall also send the status of Space allotted quarterly to this Ministry as per annexure-IX attached.
- (iii) Value Addition to the SA: Akademi should be at the fulcrum of literary activities. All programmes should be given the maximum publicity so that extensive foot fall can be garnered. They may think to install, interactive kiosks for young generation at their centres. Their website should have a virtual facility for promotion of Akademi's origin, role and growth of their activities. Their websites, apps and other kiosks should be monitored and measured by the site visits of netizens.
- (iv) Outreach activities: Akademi should give focus on membership and should design different types of activities to cater different type of people. They may work out a plan to bring under privileged children to the SA for exposure to their activities. Akademi shall submit the details of the visits of poor/under-privileged children as per Annexure X attached to the Ministry.

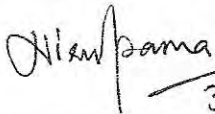
SA may think of a collaboration with Tata Sky, Airtel and other satellite channels and content providers so that their programmes can be constantly viewed on a dedicated channel.


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(v) Marketing: All relevant public and private space should be used for marketing events. Approach new generation outfits to popularize the ethos of our culture which are propagated by Akademis.

(vi) Capacity Building: Encourage courses and exchange of best practices followed in other parts of the world. Engage specialized professionals for capacity building. Informal social media group or face book pages where informal interaction takes place may also be used.

  
3/7/19  
Signature on behalf  
of Ministry of Culture  
निरुपमा कोत्रु / Nirupama Kotru  
संयुक्त सचिव / Joint Secretary  
भारत सरकार / Government of India  
संस्कृति मंत्रालय / Ministry of Culture  
नई दिल्ली / New Delhi

  
03/07/19  
Signature on behalf  
of Sahitya Akademi

**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

**Status of Public Grievances**

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

**Status of updating by-laws and RR on Website**

Sr No	Website module	Last reviewed	Last updated on website	Remarks if any
1.	Service By laws			
2.	Recruitment Rules			

**Status of Swachhta Abhiyan**

Sr No	Name of the activity conducted for Swacchta Abhiyan	No of Participant Expected	No of Actual Participant	Name of the partnering organization if any	Remarks if any

**Status of Skill Development Module**

Sr No	Name of the Skill development module	Name of the collaborating institute	No of Actual Participant	Remarks if any



**ANNEXURE-VI****Seminar/Symposium/Literary forum/Translation workshop/Meet the Author/Kavi Sandhi/Katha Sandhi/Poetry Festival/All India Writers Meet etc.**

Sr.No.	Activities	Budget	Topic/The me	No. of Participants	Guest Speakers/ Chief Guest	Place of programme	Remarks

**ANNEXURE-VII****Status of Gramalok Programmes**

Sr.No.	Activities	Budget	Topic/The me	No. of Participants	Guest Speakers/ Chief Guest, if any	Place of programme	Remarks

**ANNEXURE-VIII****Research/ Publications**

1	2	3	4	5	6	7	8	9
Sr. No.	Topic of Research/ Subject	Grant released or not Details thereof	Name of Author	Whether published or not	If not , reasons therefore	Whether paid publication or not?	Has it published online	If so, book link for payment

**ANNEXURE-IX****Conference Hall**

Sr.No.	Activity	Space allotted (Sq.feet)	Capacity (No. of seats)	Revenue Generation	Feasibility of increasing Revenue Generation	User Charges	Remarks

**ANNEXURE-X****Visit of Under-privileged Children**

Sr. No.	Number of Children Visited	Area from which they visited	Activity participated	Remarks, if any