

MEMORANDUM OF UNDERSTANDING YEAR 2023-2024

Memorandum of Understanding between Ministry of Culture (MoC), Government of India, Shastri Bhawan, New Delhi & South Zone Cultural Centre (SZCC), Thanjavur for the Financial Year 2023-2024

1. This agreement is made this *28th July 2023* between Ministry of Culture, as the first party and South Zone Cultural Centre, Thanjavur, an autonomous organisation under the Ministry of Culture, Government of India, hereinafter called the second party.

2. Whereas the Ministry of Culture have the following mandate:

- i. To preserve, promote and disseminate all forms of art and culture. In order to achieve this, the department undertakes the following activities:
- ii. Maintenance and conservation of heritage, historic sites and ancient monuments.
- iii. Administration of libraries.
- iv. Promotion of literary, visual and performing arts.
- v. Observation of centenaries and anniversaries of important national personalities and events.
- vi. Promotion of institutions and organizations of Buddhist and Tibetan Studies.
- vii. Promotion of institutional and individual non-official initiatives in the fields of art and culture.
- viii. Entering into cultural agreements with foreign countries.

3. And whereas SZCC has the following mandate:

The main objectives of the SZCC are preservation, promotion and dissemination of the folk / traditional / visual arts of the Zone. The Centre endeavours to develop and promote the rich diversity and uniqueness of various arts of the Zone and to upgrade and enrich consciousness of the people about their cultural heritage.

Purpose of the MOU

- a). To achieve the organizational goals by optimum use of the funds available and proper functioning of the organisation.
- b). To achieve this, the following deliverables are required:

1. Budget/ Accounts

- (i) Budget outlay for the year 2023-2024 amounting to **Rs.890.00 Lakhs** is being allotted to SZCC for carrying out organizational work. Expenditure is to be ensured;



a. Proposed budget allocation with physical and financial targets:

Sl.No	Item (Activities)	Ceiling Budget in terms of %	Physical Targets (Yearly)	Financial Target (Yearly) in Lakhs
Part: A: Fund allocated for programs/events (Lakhs)				
1	Folk Performing Arts	22%	30	195.80
2	Folk Visual Arts/ Crafts	12%	16	106.80
3	Tribal Performing Arts	3%	6	26.70
4	Tribal Visual Arts/Crafts	2%	2	17.80
5	Vanishing Art Forms	5.30%	10	47.17
6	Schemes of ZCCs	2%	4	17.80
7	NE Activities including OCTAVE	9%	2	80.10
8	Important Domestic Festivals of member States	9%	15	80.10
9	Classical	7%	10	62.30
10	Swachch Bharat Abhiyan	0.20%	4	1.78
Total –Part-A				636.35
Part: B: Fund allocated for Schemes & Shilpgram/Kalagram activities:				
11	Schemes of MoC Pension	1.50%	6	13.35
12	Tagore fellow/Scholarships (ZCC with scholars/fellow	2%	4	17.80
13	Shilpgram / Kalagram activities	15%	25	133.50
14	Misc./ Local Requirements	10%	20	89.00
Total		100%	154	
Total –Part-B				253.65
Total – (Part-A + Part-B) i.e Rs.636.35 + 253.65				890.00

* Scheme wise budget allocation only based on letter No: F.No.25-2/2023-ZCC, Ministry of Culture, Government of India ZCC Section dated 18th April, 2023 (Allocation of funds to all the ZCCs for the financial Year 2023-24 / **SZCC allocation Rs.890.00 Lakhs**).

* Fund allocated of Rs.7.14 lakhs is exclusively to be spent for SAP Scheme.

b. Proposed Month-wise physical and financial targets:

Month	Physical Target	% of expenditure	Financial Target (In Lakhs)
Apr. 23	8	5.15	45.83
May.23	14	8.58	76.36
June.23	13	8.33	74.14
July. 23	17	9.63	85.71
Aug. 23	15	8.88	79.03
Sep. 23	17	13.63	121.31
Oct. 23	15	9.03	80.37
Nov. 23	13	7.73	68.80
Dec. 23	11	10.75	95.64
Jan.24	14	7.99	71.17
Feb.24	12	7.26	64.64
Mar.24	5	3.04	27.00
Total	154	100.00	890.00

Note : The expenditure proposed above is as per various festivals being organized in Member States.

c. Total percentage of Plan expenditure to be met by internal revenue generation by SZCC: **NIL.**

d. Unit-wise cost of activities: **Details as per annexure-1**

- (ii) The Annual Report and Audited Accounts for the year 2022-23 has to be prepared and sent to Ministry of Culture as per schedule given in Activity Calendar.
- (iii) The Administrative Division shall encourage SZCC 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 SZCC and accordingly the physical and financial targets may be given to the SZCC.

- (iv) SZCC shall 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 supplier 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;
- (v). To dispose of all pending CAG Paras, Internal Audit Paras and PAC Paras and Internal Audit for Festivals of India.
- (vi). Submission of RE-BE/Annual Plan/Outcome Budget as per Activity Calendar;
- (vii). Quarterly Expenditure Plan (QEP), Targets achieved to be reported to MoC in time.
- (viii). Ensuring that the inputs for preparation of EFC/SFC are submitted on time.
- (ix) Settlement/Re-conciliation of Advances given by the Centre.
- (x) Administrative Division in the Ministry may put in place a system of external or internal peer review of the ZCCs every three or five years depending on the size and volume of work of the organization in terms of GFR 229 (ix) and further release of grant to the organization shall depend on the outcome of such review.

2. Human Resource

- (i) Human Resource Policy for the Organization to be framed/ reviewed.
- (ii) The Recruitment Rules (RRs) for all the Cadres to be framed/ reviewed with the approval of the Competent Authority.
- (iii) The process of filling up of vacancies in a time bound manner and also compliance of roster for OBC/SC/ST candidates/ holding of DPCs for promotion and MACPs.
- (iv) All pending vigilance cases to be disposed off on time and as per rules.
- (v) Training of the staff of the organisation to be ensured as per the Staff Training Policy. A training calendar to be designed in the beginning of the year and training schedule uploaded in the website. Training of staff in Budget and Accounts, Establishment Matters, Vigilance Matters, Office Procedure etc. in ISTM, NIFM etc. to be ensured.
- (vi) Verification of appointments made during the last 5-10 years has to be carried out by the centre. This process has to be completed by the Centre at the earliest.
- (vii) Implementation of New Recruitment Rules (RRs) for regularisation of existing staff with the approval of the Competent Authority.
- (viii) Constitution of Departmental Promotion Committee with the approval of the Competent Authority



3. Legal Matters

- (i) Amendments to the MoA to be carried out, if necessary with approval of Competent Authority.
- (ii) The bye-laws of the organisation to be framed /reviewed, if necessary.
- (iii) Monitoring and defending of the Court cases on behalf of Union of India.
- (iv) Online monitoring of Court Cases

4. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2021-22 has to be submitted to Ministry of Culture for laying in Summer Session.
- (ii) Timely submission of information for Parliament Questions, Parliamentary Assurances and Parliamentary Matters.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament.
- (iv) Ensuring implementation of recommendations/suggestions of the Parliamentary Standing Committee.

5. General

- (i) SZCC 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;
- (ii) 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.
- (iii) Mandatory meetings of all the Committees/ Sub-Committees/Board to be convened and conducted on time
- (iv) 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 ZCCs. For maintaining quality in academic work, an appropriate peer review system may be put in place;
- (v) Mandatory Returns and Reports for the year to be filed on time.
- (vi) Disposal of public grievances, RTI applications to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed;
- (vii) Revamping of website and to make it bilingual (English & Hindi)
- (viii) Ensuring compliance of Rajbhasha Policy.
- (ix) Meeting the deadline for submission of RFD and ensuring its implementation.
- (x) Ensuring that inputs for Cabinet Memos are submitted on time.
- (xi) Festival of India will be conducted by each Zonal Cultural Centres in countries decided by the MoC.
- (xii) Ensuring that financial transactions through EAT Module under Public Financial Management System (PFMS) by the SZCC.

6. Specific issues related to your organization:

1. To take suitable steps for development of Shilpgram.
2. Implementation of e-governance, introduction of online applications for all schemes, creation of online data bank of artistes and their enrolment for different schemes & programmes, publicity of proposed cultural events through social media like You Tube, Twitter, Face book, Whatsapp etc., Digitization of documentation of folk, tribal & Visual art forms and uploading it on the website etc.
3. Review of investment of Corpus Fund by the Finance Committee and Executive Board as per conditions of grant of Government of India.
4. Repair and renovation of buildings of SZCC.
5. Organizing talent search programmes through Radio & TV channels.
6. Implementation of the recommendations of Aiyar Committee.
7. Adoption and implementation of Service & Recruitment Rules.
8. Adoption of uniform MoA once it is circulated by the Ministry of Culture.
9. Implementation of Swachh Bharat Campaign.
10. To assess the needs for skill development and create tailored training modules.
11. Development of an inventory on cultural and performing spaces both in public and private sector in the Zone.
12. To identify and create e-services.
13. To create online system for application, Utilization Certificate and accounting.
14. Implementation of New Pension Scheme.
15. To Map the tangible/intangible cultural heritage of Member States.
16. My Gov-citizen engagement platform.
17. Timely conduct of the monthly activities to achieve monthly targets as indicated for the year 2023-24 shall be ensured. The cost/expenditure 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 targets are achieved in time, allocation of additional funds could be considered to conduct more activities. Any shortfall in the target may attract withdrawal/reduction in the budgetary support. Each activity with its physical and financial targets indicated in the MOU may be linked to the concerned object heads of the Budget outlay for the year 2023-24 so that the physical and financial progress could be monitored with reference to the budgetary allocations under each object head.

Signature on behalf of MoC


 28/7/23
 राजेन्द्र सिंह खिची/R.S. KHICHI
 उप सचिव/Deputy Secretary
 संस्कृति मंत्रालय/Ministry of Culture
 भारत सरकार/Govt. of India
 नई दिल्ली/New Delhi

Signature on behalf of SZCC


 Director
 South Zone Cultural Centre
 Thanjavur -613004

Unit-wise cost of activities:

No. of Program me	Unit	Honorarium to artists	TA/DA	Stage/light/ Sound/Stalls etc	Food & accommodation	Transport	certificate /memento	Publicity	Documentation	Misc	Total	- Over all
30	Folk Performing Arts	122000	270000	75000	90000	40000	5000	5000	40000	5700	652700	19580000.000
16	Folk Visual Arts/ Crafts	300000	150000	75000	60000	27500	5000	5000	40000	5000	667500	10680000.000
6	Tribal Performing Arts	73200	175000	50000	72000	40000	5000	5000	20000	4800	445000	2670000.000
2	Tribal Visual Arts/Crafts	450000	150000	130000	60000	30000	5000	30000	30000	5000	890000	1780000.000
10	Vanishing Art Forms	0	0	0	0	0	0	15000	450000	6700	471700	4717000.000
4	Schemes of ZCCs	200000	90000	10000	40000	40000	20000	20000	20000	5000	445000	1780000.000
2	NE Activities including OCTAVE	1464000	900000	240000	600000	281000	10000	200000	300000	10000	4005000	8010000.000
15	Important Domestic Festivals of member States	109800	225000	50000	69200	40000	5000	10000	20000	5000	534000	8010000.000
10	Classical	250000	100000	100000	53000	25000	5000	10000	75000	5000	623000	6230000.000
4	Swachh Bharat Abhiyan	15000	7500	0	0	0	3000	10000	5000	4000	44500	178000.000
6	Schemes of MoC Pension	50000	117500	0	0	50000	0	0	0	5000	222500	1335000.000
4	Tagore fellow/Scholarships (ZCC with scholars/fellow	200000	60000	10000	60000	40000	15000	15000	44000	1000	445000	1780000.000
25	Shilpgram/Kalagram activities	210000	75000	75000	60000	45000	5000	10000	50000	4000	534000	13350000.000
20	Misc./ Local Requirements	244000	100000	10000	65000	10000	3000	5000	5000	3000	445000	8900000.000
154											Total	89000000.000



Director
South Zone Cultural Centre
Thanjavur

**Memorandum of Understanding (MoU) for the year 2023-24 &
Monthly Expenditure Plan (MEP) of SZCC for 2023-24**

Sl.No	Item (Activities)	Ceiling Budget in terms of %	Physical Targets (Yearly)	Financial Target (Yearly)	Apr-23		May-23		Jun-23	
					Physical	Financial	Physical	Financial	Physical	Financial
1	Folk Performing Arts	22%	30	195.80	3	19.58	3	19.58	3.00	19.58
2	Folk Visual Arts/ Crafts	12%	16	106.80	1	6.68	2	13.35	2	13.35
3	Tribal Performing Arts	3%	6	26.70	0	0.00	1	4.45	0	0.00
4	Tribal Visual Arts/Crafts	2%	2	17.80	0	0.00	0	0.00	0	0.00
5	Vanishing Art Forms	5.30%	10	47.17	0	0.00	1	4.72	1	4.72
6	Schemes of ZCCs	2%	4	17.80	0	0.00	0	0.00	0	0.00
7	NE Activities including OCTAVE	9%	2	80.10	0	0.00	0	0.00	0	0.00
8	Important Domestic Festivals of member States	9%	15	80.10	0	0.00	2	10.68	2	10.68
9	Classical	7%	10	62.30	0	0.00	1	6.23	1	6.23
10	Swachh Bharat Abhiyan	0.20%	4	1.78	0	0.00	0	0.00	0	0.00
11	Schemes of MoC Pension	1.50%	6	13.35	0	0.00	1	2.23	0	0.00
12	Tagore fellow/Scholarships (ZCC with scholars/fellow	2%	4	17.80	1	4.45	0	0.00	0	0.00
13	Shilpgram/Kalagram activities	15%	25	133.50	2	10.68	2	10.68	2	10.68
14	Misc./ Local Requirements	10%	20	89.00	1	4.45	1	4.45	2	8.90
	Total	100%	154	890.00	8	45.83	14	76.36	13	74.14


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**Memorandum of Understanding (MoU) for the year 2023-24 &
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Sl.No	Item (Activities)	Ceiling Budget in terms of %	Physical Targets (Yearly)	Financial Target (Yearly)	July-23		Aug-23		Sep-23	
					Physical	Financial	Physical	Financial	Physical	Financial
1	Folk Performing Arts	22%	30	195.80	3.00	19.58	3	19.58	3	19.58
2	Folk Visual Arts/ Crafts	12%	16	106.80	2	13.35	2	13.35	2	13.35
3	Tribal Performing Arts	3%	6	26.70	1	4.45	0	0.00	1	4.45
4	Tribal Visual Arts/Crafts	2%	2	17.80	0	0.00	0	0.00	0	0.00
5	Vanishing Art Forms	5.30%	10	47.17	1	4.72	1	4.72	1	4.72
6	Schemes of ZCCs	2%	4	17.80	0	0.00	1	4.45	0	0.00
7	NE Activities including OCTAVE	9%	2	80.10	0	0.00	0	0.00	1	40.05
8	Important Domestic Festivals of member States	9%	15	80.10	2	10.68	2	10.68	2	10.68
9	Classical	7%	10	62.30	1	6.23	1	6.23	1	6.23
10	Swachch Bharat Abhiyan	0.20%	4	1.78	1	0.45	1	0.45	1	0.45
11	Schemes of MoC Pension	1.50%	6	13.35	1	2.23	0	0.00	1	2.23
12	Tagore fellow/Scholarships (ZCC with scholars/fellow	2%	4	17.80	1	4.45	0	0.00	0	0.00
13	Shilpgram/Kalagram activities	15%	25	133.50	2	10.68	2	10.68	2	10.68
14	Misc./ Local Requirements	10%	20	89.00	2	8.90	2	8.90	2	8.90
	Total	100%	154	890.00	17	85.71	15	79.03	17	121.31



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**Memorandum of Understanding (MoU) for the year 2023-24 &
Monthly Expenditure Plan (MEP) of SZCC for 2023-24**

Sl.No	Item (Activities)	Ceiling Budget in terms of %	Physical Targets (Yearly)	Financial Target (Yearly)	Oct -23		Nov-23		Dec-23	
					Physical	Financial	Physical	Financial	Physical	Financial
1	Folk Performing Arts	22%	30	195.80	3	19.58	3	19.58	2	13.05
2	Folk Visual Arts/ Crafts	12%	16	106.80	1	6.68	1	6.68	1	6.68
3	Tribal Performing Arts	3%	6	26.70	0	0.00	1	4.45	0	0.00
4	Tribal Visual Arts/Crafts	2%	2	17.80	1	8.90	0	0.00	0	0.00
5	Vanishing Art Forms	5.30%	10	47.17	1	4.72	1	4.72	1	4.72
6	Schemes of ZCCs	2%	4	17.80	1	4.45	0	0.00	0	0.00
7	NE Activities including OCTAVE	9%	2	80.10	0	0.00	0	0.00	1	40.05
8	Important Domestic Festivals of member States	9%	15	80.10	1	5.34	1	5.34	1	5.34
9	Classical	7%	10	62.30	1	6.23	1	6.23	1	6.23
10	Swachh Bharat Abhiyan	0.20%	4	1.78	1	0.45	0	0.00	0	0.00
11	Schemes of MoC Pension	1.50%	6	13.35	0	0.00	1	2.23	0	0.00
12	Tagore fellow/Scholarships (ZCC with scholars/fellow	2%	4	17.80	1	4.45	0	0.00	0	0.00
13	Shilpgram/Kalagram activities	15%	25	133.50	2	10.68	2	10.68	2	10.68
14	Misc./ Local Requirements	10%	20	89.00	2	8.90	2	8.90	2	8.90
	Total	100%	154	890.00	15	80.37	13	68.80	11	95.64


 Director
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**Memorandum of Understanding (MoU) for the year 2023-24 &
Monthly Expenditure Plan (MEP) of SZCC for 2023-24**

Sl.No	Item (Activities)	Ceiling Budget in terms of %	Physical Targets (Yearly)	Financial Target (Yearly)	Jan-24		Feb-24		Mar-24	
					Physical	Financial	Physical	Financial	Physical	Financial
1	Folk Performing Arts	22%	30	195.80	2	13.05	1	6.53	1	6.53
2	Folk Visual Arts/ Crafts	12%	16	106.80	1	6.68	1	6.68	0	0.00
3	Tribal Performing Arts	3%	6	26.70	1	4.45	0	0.00	1	4.45
4	Tribal Visual Arts/Crafts	2%	2	17.80	0	0.00	1	8.90	0	0.00
5	Vanishing Art Forms	5.30%	10	47.17	1	4.72	1	4.72	0	0.00
6	Schemes of ZCCs	2%	4	17.80	1	4.45	1	4.45	0	0.00
7	NE Activities including OCTAVE	9%	2	80.10	0	0.00	0	0.00	0	0.00
8	Important Domestic Festivals of member States	9%	15	80.10	1	5.34	1	5.34	0	0.00
9	Classical	7%	10	62.30	1	6.23	1	6.23	0	0.00
10	Swachh Bharat Abhiyan	0.20%	4	1.78	0	0.00	0	0.00	0	0.00
11	Schemes of MoC Pension	1.50%	6	13.35	1	2.23	1	2.23	0	0.00
12	Tagore fellow/Scholarships (ZCC with scholars/fellow	2%	4	17.80	1	4.45	0	0.00	0	0.00
13	Shilpgram/Kalagram activities	15%	25	133.50	2	10.68	2	10.68	3	16.02
14	Misc./ Local Requirements	10%	20	89.00	2	8.90	2	8.90	0	0.00
	Total	100%	154	890.00	14	71.17	12	64.64	5	27.00

Director
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