

**MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND
RAJA RAMMOHUN ROY LIBRARY FOUNDATION FOR YEAR 2024-2025**

This agreement is entered into on 22.10.2024 and is between

Raja Rammohun Roy Library Foundation
Housed at DD-34, Sector- I, Salt Lake City, Kolkata - 700064
Represented by **Prof. BV Sharma** in capacity of **Director General**,
Hereinafter, called **RRRLF**

AND

Ministry of Culture, Government of India
Having its office at Shastri Bhawan, Central Secretariat, New Delhi- 110001
Represented by **S N Rana** in capacity of **Under Secretary**, Ministry of Culture
Hereinafter, called **MoC**

ROLES AND RESPONSIBILITIES

Raja Rammohun Roy Library Foundation (RRRLF):

RRRLF is a central autonomous organization established and fully financed by the Ministry of Culture, Government of India. RRRLF is registered under the West Bengal Societies Registration Act, 1961. It is the nodal agency of the Government of India to support public library services and systems and promote public library movement in the country commensurate with the objectives as embodied in its Memorandum of Association.

The supreme policy-making body of RRRLF is called the Foundation. It consists of 22 members nominated by the Government of India from amongst eminent educationists, librarians, administrators and senior officials.

The RRRLF has the following mandate:

RRRLF functions as a promotional agency, an advisory and consultancy organization, a funding body for public library development in India. Some important objectives are:

- to promote library movement in the country
- to enunciate a national library policy and to help build up a national library system
- to provide financial and technical assistance to libraries
- to provide financial assistance to organisations, regional or national engaged in the promotion of library development
- to publish appropriate literature and to act as a clearing house of ideas and information on library development in India and abroad
- to promote research in problems of library development
- to advise the government on all matters pertaining to the library development in the country

To plan and carry out activities for the promotion of public libraries in the country;

To implement various Matching and Non-matching Schemes in collaboration with the State Governments (State) and Union Territory Administrations (UT) through the State Library Committee/State Library Planning Committee for development of Public Library services throughout the country;


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;

To act as the nodal organisation for the National Mission on Libraries (NML) for Administrative, Logistic, Planning, Budgeting and implementation purposes;


Director General

Raja Rammohun Roy Library Foundation
Ministry of Culture, Government of India
Block : DD - 34, Sector - 1, Salt Lake City
Kolkata - 700 064

1


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अवर सचिव / Under Secretary
संस्कृति मंत्रालय / Ministry of Culture
भारत सरकार / Government of India
शास्त्री भवन / Shastri Bhawan
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Ministry of Culture

The Ministry of Culture has the following mandate:

- To preserve, promote and disseminate knowledge on art and culture
- To undertake maintenance and conservation of heritage sites
- To overlook administration of museums, libraries & archives
- To undertake cultural collaborations
- To promote institutional and individual initiatives in the fields of art & culture

PURPOSE OF THE MoU

To achieve the organizational goals of the institution by the optimum use of available funds and maintain proper functioning of RRRLF

DELIVERABLES

The budgetary outlay set by MoC for the year 2024-2025 amounting to Rs **3467.00** lakhs (including the anticipated internal receipt of nil) is allocated to RRRLF for carrying out organizational work under the following heads for the f.y. 2024-2025:

Sl No	Head of Account	Budget Grant/ Allocation (in lakhs)	Anticipated Internal Revenue	Total
1	GIA-General	2800.00	0.00	2800.00
2	GIA-Salaries	650.00	0.00	650.00
3	GIA-Creation of Capital Assets	15.00	0.00	15.00
4	GIA - SAP	2.00	0.00	2.00
	Total	3467.00	0.00	3467.00

- 1) Activity-wise physical and financial targets have been shown in Annexure- 1 to this Memorandum of Understanding. RRRLF agrees to follow these targets while incurring expenditure keeping in account statutory requirements like approvals of EC/FC/Society.
- 2) Monthly Expenditure Plan (MEP) & Quarterly Expenditure Plan (QEP) on the basis of activities to be carried out have been prepared and defined in Annexure- 2. RRRLF agrees to the adhere to the MEP and QEP while incurring expenditure during 2024- 2025.
- 3) A structured framework and a ranking format has been devised to monitor, assess and analyze the outcomes and achievements of the institution (Annexure 3& 4). The framework will enlist the parameters and deliverables of RRRLF, specifying the expected tangible results or outputs it is expected to produce and a questionnaire to be filled by the institution.

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Annexure- 1

Activity-wise Expenditure: For the f.y. 2024-2025.

(Rs. In Lakhs)

S.No	Item-wise Head	Opening Balance	Receipt	Expenditure	OE
I	Salary	43.35	650.00		
1	Pay				
2	Dearness Allowance				
3	House Rent Allowance				
4	Transport Allowance				
5	Care Taking Allowance				
6	NPS matching contribution by Institution				
7	Leave Encashment L.T.C.				
8	Tuition Fee Rembursement				
9	Dress Allowance				
10	Payment to Outsourcing Staff				
11	Pension & Other Retirement Benefits				
12	Travelling Allowance				
13	Overtime Allowance				
14	Medical Reimbursements				
15	Leave Travel Concessions				
16	Deployment of Security				
17	Fellowships/scholarships/internships				
18	Training of Staff				
II	General	94.88	2800.00		
1	Publicity				
2	Servicing & Repairs of Computers				
3	Telephone Charges				
4	Postage				
5	Stationary & Forms				
6	Contingency Charges				
7	Hot & Cold Weather Charges				
8	Legal Charges				
9	Audit Charges				
10	Maintenance of Staff Car				
11	Maintenace of Building				
12	Library				
13	Photography, Documentation & Strengthening				
14	Chemical Conservation				
15	Modernisation of Galleries				
16	Execution of Electrical Works				

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17	Educational and Cultural Activities				
18	Exhibition and Display				
19	Modelling Section				
20	Acquisition of Scientific & other Equipment, Machines, etc.				
21	Training to Staff				
22	Renovation of Lawns & Gardens				
23	Cleaning of Galleries, Toilets				
24	Security & Surveillance and Safety Measures				
25	Expenses for running Museum				
26	Miscellaneous Expenditure				
III	CCA	1.09	15.00		
1	Renovation of building				
2	Modernisation of galleries				
3	Creation of galleries				
4	Furniture & Fixture				
5	Acquisition of Scientific & other Equipment, machines, etc.				
6	Renovation of lawns & gardens				
7	Security				
8	Miscellaneous Expenditure				
IV	SAP				
1	SAP (Swachhta Action Plan)	0.61	2.00		
	Total	139.93	3467.00		


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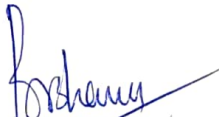

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Annexure-2

For the f.y. 2024-2025.

RAJA RAMMOHUN ROY LIBRARY FOUNDATION, KOLKATA			
FINANCIAL YEAR 2024-25 (Monthly / Quarterly Expenditure Plan - MEP / QEP)			
Quarter	Month	MEP (Rs. in lakh)	QEP (Rs. in lakh)
Quarter-I	Apr-24	199.10	657.40
	May-24	174.20	
	Jun-24	284.10	
Quarter-II	Jul-24	337.40	996.80
	Aug-24	452.20	
	Sep-24	207.20	
Quarter-III	Oct-24	220.00	789.40
	Nov-24	273.20	
	Dec-24	296.20	
Quarter-IV	Jan-25	307.20	1023.40
	Feb-25	324.00	
	Mar-25	392.20	
Total (2024-25)		3467.00	3467.00


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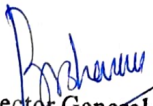

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1. Budget/ Accounts

Annexure-3

S. No	Parameter	Deliverable (Yes/No)	Remarks (if the answer to deliverables is No)
1	Submission of Monthly/Quarterly Expenditure & Revenue Reports (before 10 th of next month)	Yes	
2	Submission of Periodical Report as per the directives of MoC	Yes	
3	Submission of Annual Reports and Audited Accounts for 2023-2024 by November, 2024 (Annual Reports & Annual Accounts to be submitted as per the schedule prescribed under Rule 237 of GFR 2017)	Yes	
4	Submission of Utilization certificates (UC): <ul style="list-style-type: none"> Provisional UC, 2023-2024 by June 2024 Final UC, 2023-2024 by November 2024 Monthly Provisional UC for 2024-2025 before releasing the next month's grant (The UC shall be submitted in the prescribed format along with reports regarding performance/targets achieved, outcomes, etc. in accordance with the format prescribed in GFR 2017 (Form 12-A))	Yes	
5	Completion/ Settlement of CAG Audit Paras and Internal Audit Paras before September, 2024- Action Taken Report to be submitted monthly. (Financial irregularities pointed out by audit and pursued by MoC should be taken care of and report should be furnished by AB before end of first quarter of 2024-2025)	Yes	
6	Maintenance of data of grants, income-expenditure, investments, assets, revenue-capital expenditure & employee strength in the prescribed format by the government of India when it is required to be submitted.	Yes	
7	Maintenance and presentation of annual accounts in format prescribed by the Government for autonomous bodies. (Revenue and capital expenditure to be accounted for separately)	Yes	
8	Reviewing of user changes/ source of internal revenue generation to be completed by September 2024	No	RRRLF does not generate any kind of user charge/ internal revenue generation


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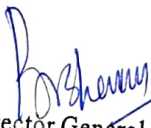
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9	Remittance of the amounts (interests, other earnings against the Grants-in-aids and advances) to the government of India after finalization of accounts	Yes	
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- 1.1 Attach Notes on Accounts with relevant annexures - RRRLF shall submit the Audited Accounts for 2024-2025 to MoC before 30.11.2024 provided auditing is completing by the Audit and report is received from the CAG and accepted by RRRLF.
- 1.2 Details of Corpus (if any) - RRRLF does not have any corpus fund.
- 1.3 Bank FD's EP/FC/CPF - As required by GOI, bank FD's will be submitted to Ministry time to time.
- 1.4 Was an internal inspection held in 2024-2025? If yes, attach action taken report - NA
- 1.5 Details of Audit (pending)

Sl. No	Audit Objection (Para)	Received on	Reply dates				Current Status (Settled / Not settled)
			1	2	3	4	
1	2.1 (II(B)) Non-deduction of Income-tax at source on Retirement Benefit of Leave Encashment, amounting to ₹4.46 lakh (Reference Number: OBS-1040469)	December 1, 2023 through e-mail	Reply in respect of the Audit Objection will be submitted before the Audit party at its next Audit during 2024-25				
2	2.2 (II(B)) Short deduction of Income-tax at source on employer's contribution to NPS, amounting to ₹0.87 lakh (Reference Number: OBS-1040434)						
3	2.3 (II(B)) Short deduction of CGEGIS of ₹0.27 lakh (Reference Number: OBS-1041535)						
4	2.4 (II(B)) Non-deduction of tax at source under GST Act, amounting to ₹0.12 lakh (Reference Number: OBS-1041563)						
5	2.5 (II(B)) Unadjusted advance amounting to ₹149.89 lakh (Reference Number: OBS-1041549)						
6	2.6 (II(B)) Observation on National Mission on Libraries (NML) (Reference Number: OBS-1043663)						
7	2.7 (II(B)) Non-receipt of Utilization Certificate (Reference Number: OBS-1043649)						

7


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8	2.8 [II(B)] Irregular Reimbursement of Air Fare on Tour (Reference Number: OBS-1041568)		
9	2.9 [II(B)] Irregularities in deduction of Income tax (Reference Number: OBS-1040425)		
10	2.10 [II(B)] Fixation of pay in violation of 7th CPC recommendation resulting in short payment of Pay and Allowances (Reference Number: OBS-1046830)		

1.6 Details of Revenue: NA

Month	Tickets	Photography & Camera Charges	Sale of Merchandise & Publications	Booking of auditorium/ Rent	Cafeteria Charges	Others (please specify)	Total
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Total							

2. Human Resources:

S No	Parameter	Deliverable (Yes/No)	Remarks (if the answer to deliverables is No)
11	Review of Recruitment Rules (once in 5 years)-Action Taken Report to be prepared	YES	


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1.2	Identification & abolition of posts vacant for the last 5 years (To be abolished)-Action Taken Report to be prepared	YES	
1.3	Identification of posts vacant for more than 2 years and submission of proposal for revival of Deemed Abolished Posts-Action Taken Report to be prepared	YES	
1.4	Identification and filling up of posts which are vacant within 2 years or likely to be vacant in the next 6 months - Action Taken Report to be prepared	YES	
1.5	All DPCs to be conducted by AB within the stipulated time- Action Taken Report to be prepared	YES	
2	Disposal of pending vigilances cases- Action Taken Report to be prepared	YES	
3	Submission of Staff Training Policy	YES	
4	Designing and submission of Training Calendar by beginning of year	YES	
5	Verification of Appointments made in the past 5-10 years	YES	

2.1 Details of employees

Category	Sanctioned Strength	Working	Vacant Post	Deemed to be Abolished	Abolished	To be reviewed	Reviewed
Group A	06	02	04				
Group B	35	18	17		03		
Group C	26	06	20	04			
Group D	09	05	04	01			
Total	76	31	45	05	03		

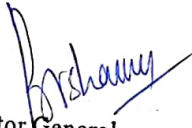
2.2 Attach Organization chart of AB - Annexure - 6

2.3 Number of employees under old pension scheme - 50 Pensioners and 14 Current Employees = Total 64 employees

2.4 Number of employees under new pension scheme- 18 Employees

2.5 Details of outsources/contractual staff

Category	Sanctioned Strength	Working
Security and conservancy staff, software application support staff engaged through outsourced, and consultant engaged by the Ministry	---	33
Total		


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3. Legal Matters

S. No	Parameter	Deliverable (Yes/No)	Remarks (if any)
1	Preparation of Reservation Roster	YES	
2	Formation/ review of By-laws for the organization as per the prescribed guidelines by November 2024	YES	
3	Timely monitoring of court cases, all cases with their status to be updated on the website of Legal Information Management & Briefing System (AB shall utilise the online court cases monitoring software developed by NIC for regularly monitoring its ongoing court cases)	YES	

3.1 Details of pending court cases:

S. No	Case No.	Appellant	Pending at which level (Supreme Court/High Court/Session Court)	Pending Since when	Respondent Name	Name of Lawyer	Current Status	Next date of hearing	Additional info, if any
1	OA 894/2021	Surendra Kr Mahato	CAT KOLKATA	23/06/2021	RRRLF & Others	Ms. Esha Banerjee	Pending	22/07/2024	
2	OA 895/2021	Sohini Ray	CAT KOLKATA	23/06/2021	RRRLF & Others	Ms. Esha Banerjee	Pending	22/07/2024	
3	OA 1538/2014	Rabindra Nath Jha	CAT KOLKATA	21/11/2014	MoC & Others	Mr. Abir Mondal	Pending (Remand Back)	04/03/2024	
4	OA 1060/2019	Mntyunjoy Ghosh	CAT KOLKATA	01/08/2019	MoC & Others	Mr. S S Banerjee	Pending	Next Listing Date Not Fixed	
5	WPCT 128/2022	Union Of India And Others	The High Court at Calcutta	16-12-2022	RABINDRA NATH JHA	Mrs. Runu Mukherjee, and Mrs Chandrayee Alam	Pending	10/06/2024	


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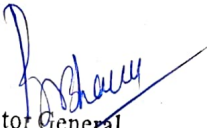
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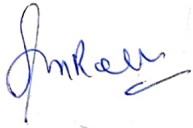
4. Parliament Matters

S. No	Parameter	Deliverable (Yes/No)	Remarks (if any)
1	Audited Accounts and Annual reports to be placed before parliament on time and to be submitted to MoC by November, 2024	Yes	
2	Parliamentary Assurances, if any, should be fulfilled within the stipulated time. Action Taken Report to be prepared and submitted to MoC on a monthly basis	Yes	
3	Implementation of recommendations of the Parliamentary Standing Committee or such other Parliamentary committees	Yes	
4	Legislative matter, if any to be taken up for approval of Parliament within the stipulated time frame	Yes	

5. General

S. No	Parameter	Deliverable (Yes/No)	Remarks (if any)
1	Mandatory Meetings of all Committees <ul style="list-style-type: none"> AB Society- July 2024 & February 2025 Executive Board Finance Committee- June 2024 & January 2025 	Yes	
2	Carrying out of the Performance Audit as per GFR (Once in 2 years)	Yes	
3	Furnish/ file mandatory reports/ returns on time. Submission of Reports/returns to MoC when asked	Yes	
4	Disposal of RTIs and Appeals, furnish/upload certificate/report on RTI Portal	Yes	
5	Disposal of CPGRAMS/Public Grievances/ Complaints (Effective Grievance redressal mechanism to be put in place)	Yes	
6	Website updation and Maintenance (Including updating MoA rules and Regulations, Service By-Laws, RRs, etc)	Yes	
7	Compliance of Rajbhasha Policy as per directives of MHA	Yes	
8	Updation of Social Media Handles on X/Facebook/Instagram/youtube etc.	Yes	


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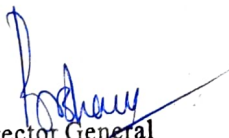

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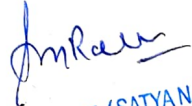
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9	Implementation of the following e-services: <ul style="list-style-type: none"> • Prepare & upload it's publications on website (free and paid) • Create online system for application and UC • Invite suggestions regarding activities during the year on MyGov platform • Creation of online system/software for Accounting • Creation of e-office facility • Creation of e-hrms facility • Creation of online APAR management system 	Yes	
10	Preparation of Vision & mission statement of AB and to be uploaded on it's website.	Yes	
11	Taking up of Swachh Bharat Campaign/ Programmes and cleanliness drives and as instructed/ directed by MoC	Yes	
12	Celebration of all events announced by the Govt of India from time to time like Vigilance Pledge/Swachhata Pledge/Preamble reading on Constitution day, etc.	Yes	

5.1 Details of Footfall: NA

Month	Indian Nationals	Foreign	Students	Total
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total				


Director General
Raja Rammohun Roy Library Foundation
Ministry of Culture, Government of India
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MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND
RAJA RAMMOHUN ROY LIBRARY FOUNDATION FOR YEAR 2024-2025

5.2 Details of Collection: NA

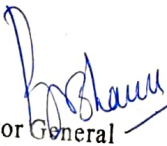
Type of Artefact/ Category	No of Artefacts	Number on Display	Number Digitised	Number on Jatan	Number for which provenance maintained
Numismatics					
Epigraphy					
Decorative Arts					
Paintings					
Arms & Armour					
Archaeology					
Manuscripts					
Jewellery					
Pre-history					
Western Art					
Textiles					
Photographs					
Others (please specify)					
Total					

5.3 Details of Social media presence

Platform	Handle	Followers	Engagement (Views/likes)
Instagram	@mrifgoi	123	896 (in last 28 days)
Facebook	Raja Rammohun Roy Library Foundation, Ministry of Culture	5601	3.1 K (in last 28 days)
X	@RrriiKolkata	4736	(in last 28 days)
YouTube	@rajarammohunroylibrarfoun3673	577	
Own Website	www.mrlf.gov.in	---	

6 Programming& Specifics

S No	Parameter	Deliverable (Yes/No)	Remarks (if any)
1	Collaboration with International organisations for Exhibitions		
2	Collaboration with Indian organisations for Exhibitions		


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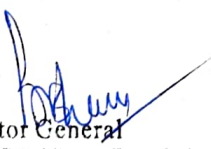
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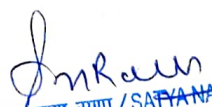
3	Collaboration with International organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.		
4	Collaboration with Indian organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.		
5	Development of 3+ own Exhibitions		
6	Development of 3+ own Publications		
7	Development of online shop for sale of merchandise, publications, etc.		

6 : Details of Programmes/ events held. NA

	Year 2024-2025				
	Name of Event	Date	Target Expenditure	Achievement	Footfall
Seminars/ Conferences					
Workshops					
Calendar events i.e Republic Day, Independence Day, World Environment Day, Foundation Day, etc.					
Other events i.e. mega events, commemoration events, etc					
Incoming Domestic Exhibitions					
Incoming International Exhibitions					
Outgoing Domestic Exhibitions					
Outgoing International Exhibitions					
Own Exhibitions					
Launches & Publications					

14

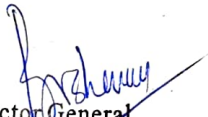

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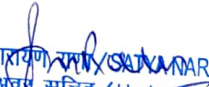

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Outreach activities & Social media					
Others (please specify)					
Total*					

- 6.2 Were any events organised above 1 crore - **Yes, Festival of Libraries, 2023**
- 6.3 Is any gallery due for renovation? If yes, provide name and details of the existing gallery with report of what renovations have been planned - **NA**
- 6.4 Does AB plan to develop any new galleries? If yes, provide a vision report of the gallery - **NA**
- 6.5 List the new technologies integrated by AB in 2024-2025? - **New portal for online submission & process of applications received under various schemes of RRRLF.**


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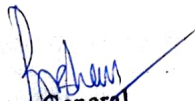

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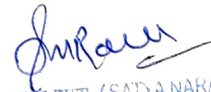
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Annexure- 4

General Guidelines to be considered by the AB administration.

- AB shall take advantage of the pension scheme, gratuity schemes, group insurance schemes, house building loan schemes, vehicle loan schemes, etc. available in the market instead of undertaking liabilities on their own or on Governments account.
- AB may put in place a system of external or internal peer review of the organisation every 3/5 years depending on the size and volume of work of the organisation in terms of GFR 229 (ix).
- Roadmap for improved performance/ vision statement for the next 5 years outlining performance parameters and output targets.
- While seeking grants from MoC, the organisation shall provide the information in the format devised by IFD and the Administrative Division of MoC. MoC 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.
- The actual expenditure by AB shall be subject to availability of funds. While incurring the expenditure, AB shall adhere to the GFR's provisions besides other instruction of the Government issued from time to time.
- New Pension Scheme (if applicable) and related contributions towards any official under scheme shall be carried out on time.
- AB shall review/frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority by December 2024.
- AB will take action for implementing the recommendations of the High-Powered Committee which has been accepted by MoC.
- AB shall ensure the inputs for Cabinet Memos within the prescribed time frame.
- AB shall be active on social media like Youtube/ Facebook/ X/ Mobile Apps and shall aim to have viewership and audience engagement enhanced. Followers on these social media platforms shall be doubled from the present number by December 2024.
- AB shall put emphasis on carrying out cultural activities. AB shall undertake literary activities especially in collaboration with Government funded education institutions.
- AB shall submit quarterly report latest by 15th of the month following the quarter end, failing which they will be accorded zero marks as per the evaluation format.


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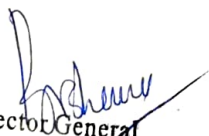
Ranking Format

Annexure- 5

1. Budget/ Accounts

S No	Parameter	Delivered (Yes/ No)	Target Marks	Marks Achieved
1	Submission of Monthly/Quarterly Expenditure & Revenue Reports (before 10 th of next month)	Yes	3	3
2	Submission of Periodical Report as per the directives of MoC	Yes	2	2
3	Submission of Annual Reports and Audited Accounts for 2023-2024 by November, 2024 (Annual Reports & Annual Accounts to be submitted as per the schedule prescribed under Rule 237 of GFR 2017)	Yes	2	2
4	Submission of Utilization certificates (UC) <ul style="list-style-type: none"> Provisional UC, 2023-2024 by June 2024 Final UC, 2023-2024 by November 2024 Monthly Provisional UC for 2024-2025 before releasing the next month's grant (The UC shall be submitted in the prescribed format along with reports regarding performance/targets achieved, outcomes, etc. in accordance with the format prescribed in GFR 2017 (Form 12-A))	Yes	2	2
5	Completion/ Settlement of CAG Audit Paras and Internal Audit Paras before September, 2024- Action Taken Report to be submitted monthly. (Financial irregularities pointed out by audit and pursued by MoC should be taken care of and report should be furnished by RRRLF before end of first quarter of 2024-2025)	Yes	2	2
6	Maintenance of data of grants, income-expenditure, investments, assets, revenue-capital expenditure & employee strength in the prescribed format by the government of India when is it required to be submitted	Yes	2	2
7	Maintenance and presentation of annual accounts in format prescribed by the Government for autonomous bodies (Revenue and capital expenditure to be accounted for separately)	Yes	2	2
8	Reviewing of user changes/ source of internal revenue generation to be completed by September 2024	Yes	3	3

17


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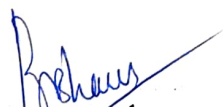
9	Remittance of the amounts (interests, other earnings against the Grants-in-aids and advances) to the government of India after finalization of accounts	Yes	2	2
	Total		20	20

2. Human Resources:

S. No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1.1	Review of Recruitment Rules (once in 5 years)-Action Taken Report to be prepared	Yes	4	4
1.2	Identification & abolition of posts vacant for the last 5 years (To be abolished)-Action Taken Report to be prepared	Yes	3	3
1.3	Identification of posts vacant for more than 2 years and submission of proposal for revival of Deemed Abolished Posts-Action Taken Report to be prepared	Yes	3	3
1.4	Identification and filling up of posts which are vacant within 2 years or likely to be vacant in the next 6 months – Action Taken Report to be prepared	Yes	4	4
1.5	All DPCs to be conducted by RRRLF within the stipulated time- Action Taken Report to be prepared	Yes	2	2
2	Disposal of pending vigilances cases- Action Taken Report to be prepared	Yes	2	2
3	Submission of Staff Training Policy	Yes	2	2
4	Designing and submission of Training Calendar by beginning of year	Yes	3	3
5	Verification of Appointments made in the past 5-10 years	Yes	2	2
	Total		25	25

3. Legal Matters

S. No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Preparation of Reservation Roster	Yes	1	1
2	Formation/ review of By-laws for the organization as per the prescribed guidelines by November 2024	Yes	2	2


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3	Timely monitoring of court cases; all cases with their status to be updated on the website of Legal Information Management & Briefing System. (RRRLF shall utilise the online court cases monitoring software developed by NIC for regularly monitoring its ongoing court cases)	Yes	2	2
	Total		5	5

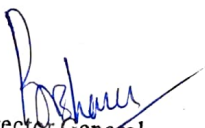
4. Parliament Matters


S No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Audited Accounts and Annual reports to be placed before parliament on time and to be submitted to MoC by November, 2024	YES	1	1
2	Parliamentary Assurances, if any, should be fulfilled within the stipulated time. Action Taken Report to be prepared and submitted to MoC on a monthly basis	YES	1	1
3	Implementation of recommendations of the Parliamentary Standing Committee or such other Parliamentary committees	YES	2	2
4	Legislative matter, if any to be taken up for approval of Parliament within the stipulated time frame.	YES	1	1
	Total		5	5

5. General

S No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Mandatory Meetings of all Committees: • Foundation Committee- July 2024 & February 2025 • Administrative Committee- June 2024 & January 2025	YES	2	2
2	Carrying out of the Performance Audit as per GFR (Once in 2 years)	YES	2	2
3	Furnish/ file mandatory reports/ returns on time. Submission of Reports/returns to MoC when asked.	YES	2	2
4	Disposal of RTIs and Appeals; furnish/upload certificate/report on RTI Portal.	YES	1	1
5	Disposal of CPGRAMS/Public Grievances/ Complaints (Effective Grievance redressal mechanism to be put in place)	YES	2	2
6	Website updation and Maintenance (Including updating MoA rules and Regulations, Service By-Laws, RRs, etc)	YES	2	2
7	Compliance of Rajbhasha Policy as per directives of MHA	YES	2	2
8	Updation of Social Media Handles on X/Facebook/Instagram/you-tube etc.	YES	3	3

19


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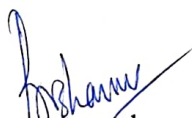

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9	Implementation of the following e-services: <ul style="list-style-type: none"> • Prepare & upload it's publications on website (free and paid) • Create online system for application and UC • Invite suggestions regarding activities during the year on MyGov platform • Creation of online system/software for Accounting • Creation of e-office facility • Creation of e-hrms facility • Creation of online APAR management system 	YES	7	7
10	Preparation of Vision & mission statement of RRRLF and to be uploaded on it's website.	YES	2	2
11	Taking up of Swachh Bharat Campaign/ Programmes and cleanliness drives and as instructed/ directed by MoC	YES	2	3
12	Celebration of events announced by the Govt of India from time to time like Vigilance Pledge/Swachhata Pledge/Preamble reading on Constitution day, etc.	YES	3	3
Total			30	30

6. Programming & Specific

S No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Collaboration with International organisations for Exhibitions	NO	6	
2	Collaboration with Indian organisations for Exhibitions	YES	4	4
3	Collaboration with International organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.	NO	6	
4	Collaboration with Indian organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.	YES	2	2
5	Development of 3+ own Exhibitions	NO	2	
6	Development of 3+ own Publications	NO	2	
7	Development of online shop for sale of merchandise, publications, etc.	NO	3	
Total			25	6

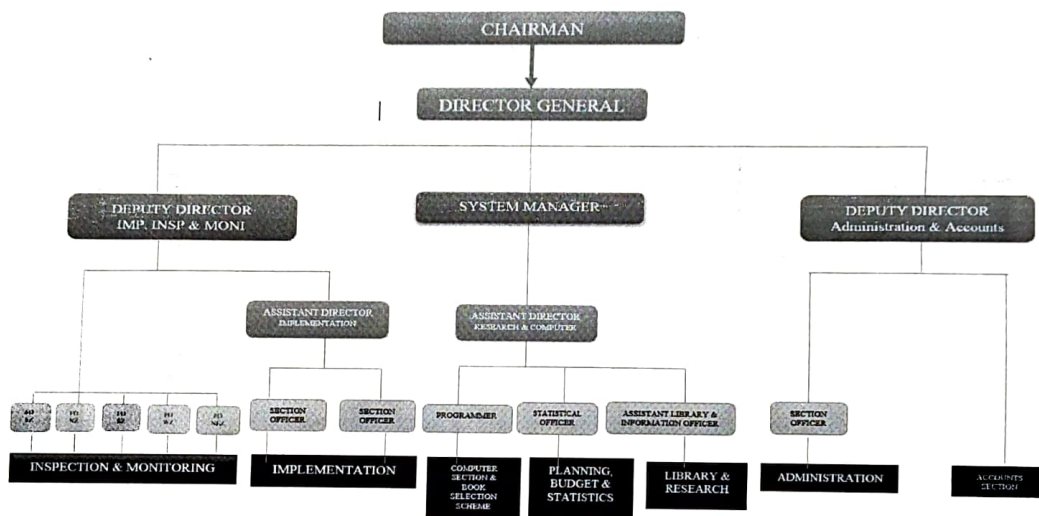

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Annexure-6

RRRLF ORGANOGRAM




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