

**MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND
CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES FOR YEAR 2025-2026**

This agreement is entered into on 21st October 2025 and is between

Central Institute of Himalayan Culture Studies (CIHCS)

Housed at Dahung, West Kameng District, Arunachal Pradesh – 790 116

Represented by Dr. Gurmet Dorje in capacity of Director

Hereinafter, called **CIHCS**

AND

Ministry of Culture, Government of India

Having its office at Shastri Bhawan, Central Secretariat, New Delhi- 110001

Represented by Shri Nadeem Ahmad in capacity of Deputy Secretary, Ministry of Culture

Hereinafter, called **MoC**

ROLES AND RESPONSIBILITIES

Central Institute of Himalayan Culture Studies

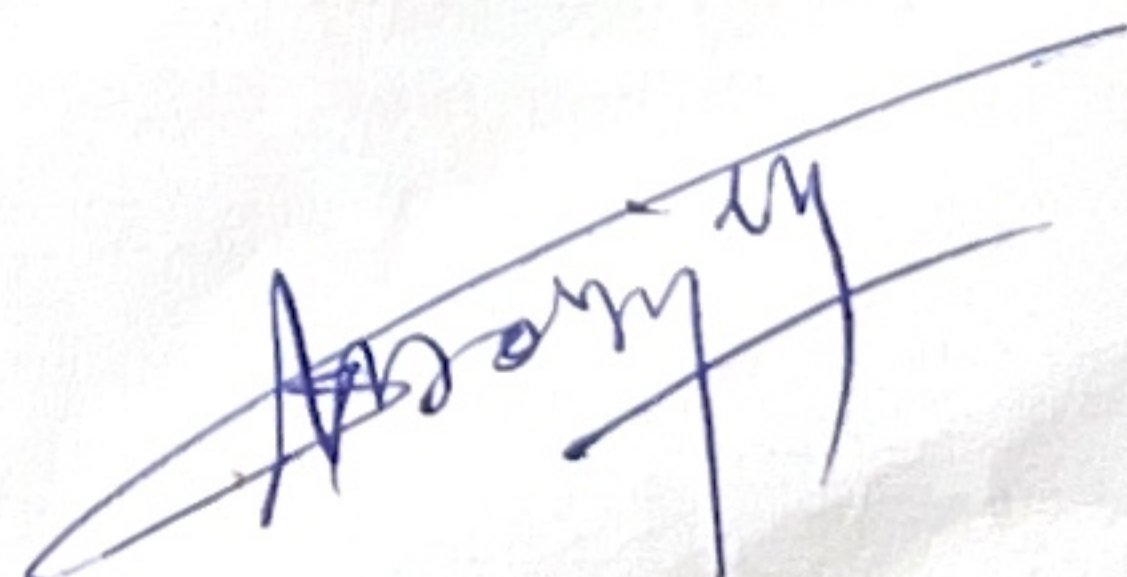
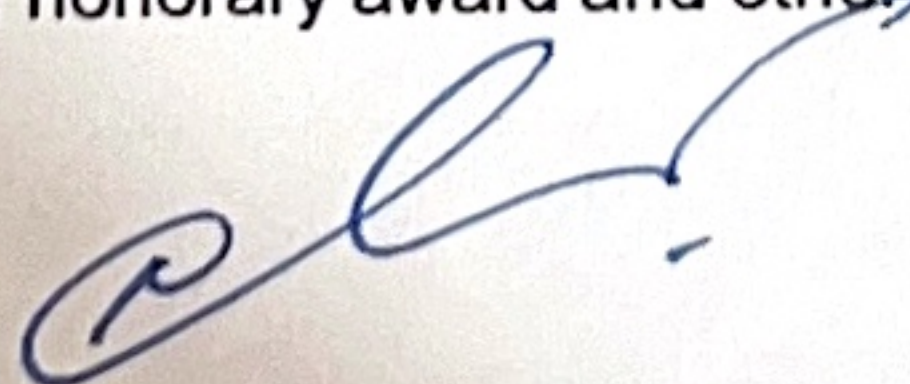
Central Institute of Himalayan Culture Studies (CIHCS) is a central autonomous body under the Ministry of Culture, Government of India. It is a registered society under the Societies Registration Act, 1860 and is fully funded by the Ministry. The CIHCS is constituted by the Central Government and the Board of Governors is the main decision-making body which is subject to all rules and regulations issued by DoPT/ DoE/ MoF & MoC.

The objectives of the institution are outlined in the Memorandum of Association and the Rules & Regulation framed there under.

The CIHCS has the following mandate:

The society shall undertake Under Graduate, Post Graduate and Doctoral Programmes in Buddhist Studies and may also establish and maintain feeder schools. The functions of the Society are:

- To provide for instruction for various courses in Indian Culture and for study and research in different branches of Buddhist Philosophical and Cultural Studies,
- To prepare students for higher learning and research in the fields of Buddhist Studies, Bhoti Language and Literature and Himalayan Studies with pedagogic methods using knowledge of modern research methodology and advanced up-to-date technology,
- To inculcate awareness of the Cultural ethos, ecological balance and preservation of natural resources with special reference to the Himalayan region and North East region of India,
- To teach traditional arts and crafts and modern technical skill sets for facilitating economic self-sufficiency and sustainable development and preservation of ethnic identity within the framework of national unity.
- To institute and award fellowships, scholarships, prizes and medals in accordance with the Rules and Bye-laws.
- To confer honorary award and other distinctions.



- To establish, maintain, building complexes and manage halls and hostels for the education, training, residence of the students and staff of the Institute.
- To do all such things may be necessary incidental or conducive to the attainment of all or any of the objects of the society.

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 THIS MoU

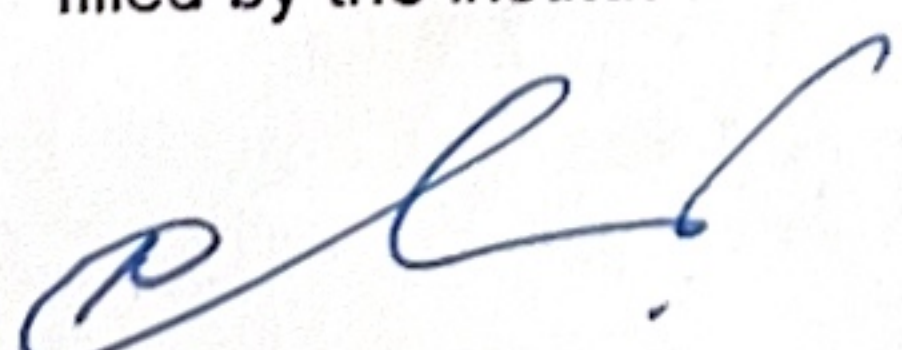
To achieve the organizational goals of the institution by the optimum use of available funds and maintain proper functioning of the Central Institute of Himalayan Culture Studies

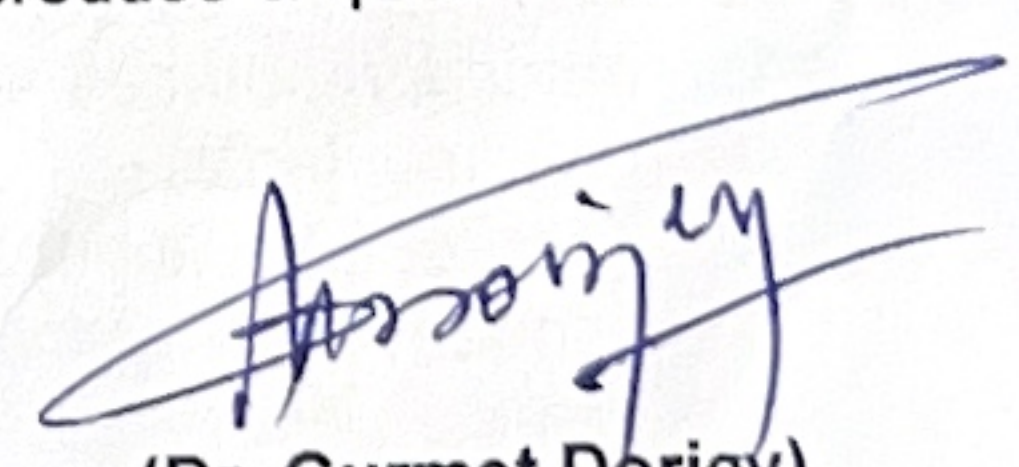
DELIVERABLES

The budgetary outlay set by MoC for the year 2025-26 amounting to Rs. 1552.00 lakhs (including the anticipated internal receipt of Nil is allocated to CIHCS for carrying out organizational work under the following heads:

S. No	Head of Account	Budget Grant/ Allocation	Anticipated Internal Revenue	Total
1	GIA- General	400.00		400.00
2	GIA- Salaries	350.00		350.00
3	GIA- Creation of Capital Assets	800.00		800.00
4	GIA- SAP	2.00		2.00
	Total	1552.00		1552.00

1. Activity- wise physical and financial targets have been shown in Annexure- 1 to this Memorandum of Understanding. CIHCS agrees to follow these targets while incurring expenditure keeping in account statutory requirements like approvals of BoG/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. CIHCS agrees to adhere to the MEP and QEP while incurring expenditure during 2025-26.
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 CIHCS, specifying the expected tangible results or outputs it is expected to produce a questionnaire to be filled by the institution.


(Nadeem Ahmad)
 Deputy Secretary
 Ministry of Culture, Govt. of India


(Dr. Gurmet Dorje)
 Director
 CIHCS, Dahung

**MEMORANDUM OF UNDERSTANDING BETWEEN THE MINISTRY OF CULTURE AND
CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES FOR THE YEAR 2025-26**

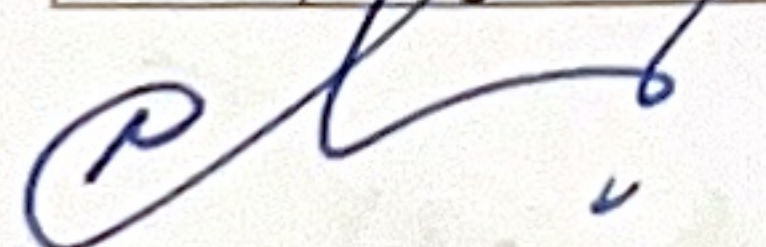
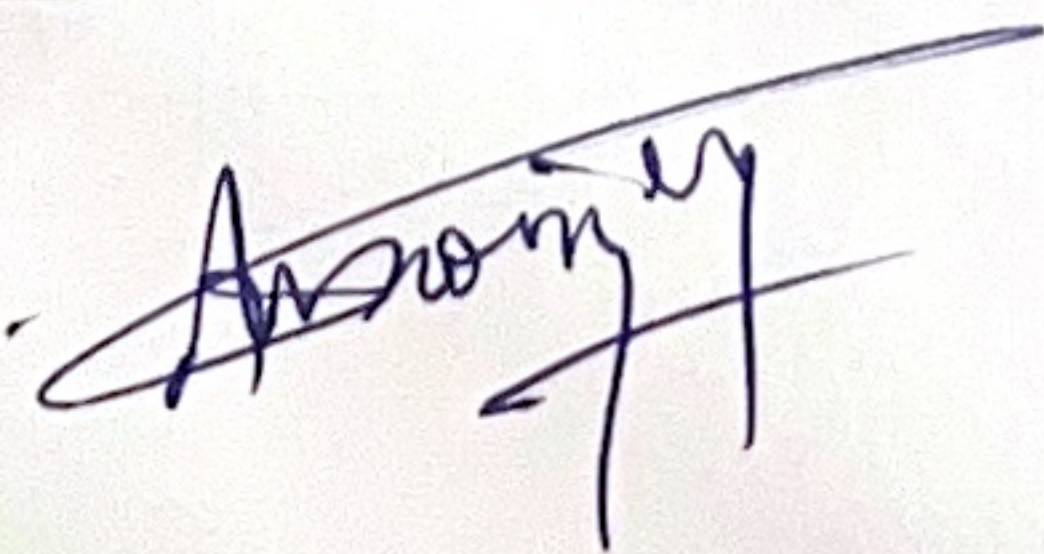
Annexure - 1

Activity-wise Expenditure

(Rs. In Lakhs)

S. No.		Opening Balance	Receipt	Expenditure	OE
I	Salary				
1	Salaries to Regular Staff	0.00	322.00	322.00	0.00
2	Annual increment @3%	0.00	9.66	9.66	0.00
3	Provision for DA enhancement @3%	0.00	5.75	5.75	0.00
4	Provision for LTC/ HTC	0.00	2.00	2.00	0.00
5	Children Education Allowance	0.00	6.75	6.75	0.00
6	House Rent Allowance	0.00	1.08	1.08	0.00
7	Allowance for Wardens	0.00	0.42	0.42	0.00
8	Medical Reimbursement	0.00	2.34	2.34	0.00
II	General				
1	Monthly emolument to Contractual Teaching & Non Teaching Staff	0.00	132.5	132.5	0.00
2	Wages to outsourced Staff	0.00	66.75	66.75	0.00
3	Stipend to the Students including feeder school (259+125 = 384 students)	0.00	55.00	55.00	0.00
4	Travelling Expenditure on official tour	0.00	15.00	15.00	0.00
5	Monthly subscription of Internet lease services	0.00	14.15	14.15	0.00
6	Holding of Annual HE TGR memorial lecture series	0.00	10.00	10.00	0.00
7	Holding of Annual National Seminar	0.00	10.00	10.00	0.00
8	Function & celebration (national days/Institute foundation day/Rajbhasha activities/Hindi-Sanskrit Diwas, Losar etc.)	0.00	10.00	10.00	0.00
9	Fuel for office vehicles & Generator	0.00	10.00	10.00	0.00
10	Annual Institute Meet (sports/ cultural/literary & other competition)	0.00	8.00	8.00	0.00
11	Extra & Co-Curricular Activities	0.00	4.00	4.00	0.00
12	Other Collaborative Seminar, Lecture series, Conferences, workshops, cultural programme etc.	0.00	5.00	5.00	0.00
13	Annual educational Tour of students (for 12 Nos. @25000)	0.00	3.00	3.00	0.00
14	Maintenance of Vehicle & generator including payment of annual insurance premium	0.00	5.00	5.00	0.00

15	Expenses on health care & outsourced waste management	0.00	6.00	6.00	0.00
16	Office Stationaries	0.00	5.50	5.50	0.00
17	Expenses on FC, BoG, Society & other Executive meetings	0.00	5.00	5.00	0.00
18	Procurement of Minor office equipments, electric & plumbing items for office, hostels, quarters etc	0.00	5.00	5.00	0.00
19	Guest Hospitality	0.00	4.00	4.00	0.00
20	Repair & maintenance of office equipments, Computer & peripherals, requirements of media cell etc	0.00	2.00	2.00	0.00
21	Repair & maintenance of electricification, plumbing & civil works of offices, hostels, quarters etc	0.00	2.50	2.50	0.00
22	Audit fees & other related expenses	0.00	3.70	3.70	0.00
23	Expenses on Advertisement & publicity(Recruitment, Programmes & other activities of the Institute	0.00	2.00	2.00	0.00
24	Office charges (electricity/water/telephone/postages, Imprest cash /petty offices expenses etc.)	0.00	5.00	5.00	0.00
25	Scholarship of toppers of Annual University Exam Exam	0.00	3.00	3.00	0.00
26	Expenses on advertisement & other related to Admission and Annual university exam (CSU/SSVV)	0.00	3.50	3.50	0.00
27	Expenses on subscription of journal/magazines etc for library	0.00	1.00	1.00	0.00
28	Miscellaneous Contingencies	0.00	3.40	3.40	0.00
III	CCA				
1	Development of Playground with covered gallery at CIHCS (Nimtsang Bah)	0.00	292.00	292.00	0.00
2	C/o Administrative block cum Library	0.00	200.00	200.00	0.00
3	Construction of Internal Connectivity Road at Nimtsang Bah (main campus)	0.00	50.00	50.00	0.00
4	Construction of School Library & Additional Staircase at 10 nos. of classroom Bldg.	0.00	40.20	40.20	0.00
5	C/o Bachelor Barrack (5 units)	0.00	35.70	35.70	0.00
6	Repair and maintenance of Double Storey RCC building (04 block of 04 units)	0.00	37.40	37.40	0.00
7	Purchase of New Vehicle of Director(4x4 Suv)	0.00	25.00	25.00	0.00
8	Construction of Retaining Wall & Approach Road at 10 nos. of classroom Bldg	0.00	19.41	19.41	0.00

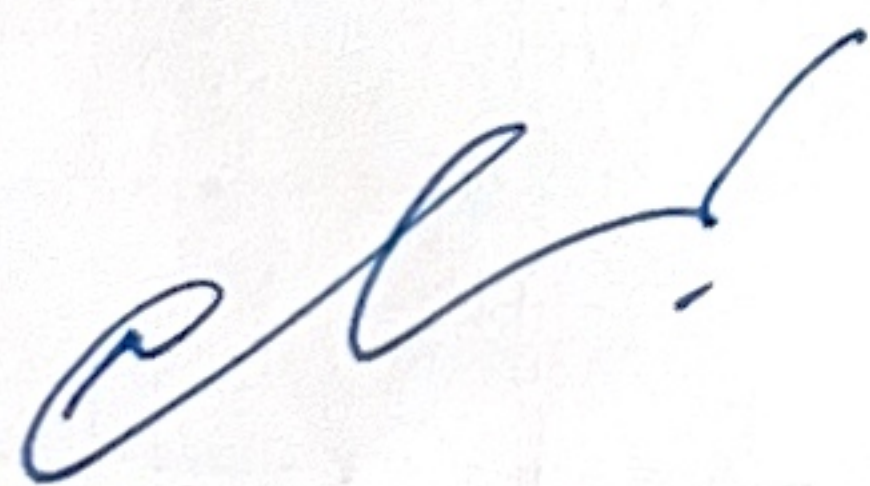
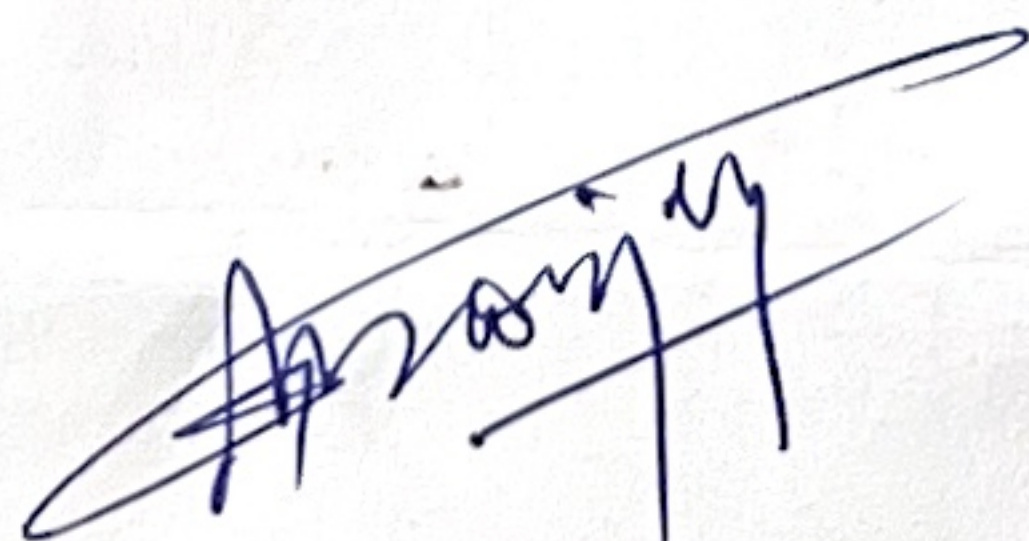
9	Construction of Toilet-cum-washroom for security guards at main gates of old and new campus of CIHCS	0.00	15.07	15.07	0.00
10	Repair and maintenance of Bachelor Barrack (04 nos.)	0.00	12.16	12.16	0.00
11	Purchase of Office Equipments (computer & peripherals, intercom machines, etc.)	0.00	10.00	10.00	0.00
12	Minor repair works	0.00	10.00	10.00	0.00
13	Purchase of Furniture, Fixture and Fittings, signboards etc. for office, hostels, classrooms, Library.	0.00	8.00	8.00	0.00
14	Purchase of Teaching Aids, signboards and incorporation of smart classes in new academic building	0.00	10.00	10.00	0.00
15	Setting up of Translation & Documentation Wing (procurement of general reference books/research methodology books/guides & other important equipments such as computer, printer, scanner , Workshop & training to staffs etc	0.00	10.00	10.00	0.00
16	Procurement of Textbooks & Reference Books	0.00	8.00	8.00	0.00
17	Printing of Annual Report/Annual research & other publication of the Institute	0.00	6.00	6.00	0.00
18	Procurement of Cultural dress/ Musical Instruments/ sports items etc.	0.00	5.00	5.00	0.00
19	Purchase of Utensils & Crockeries for Hostel Mess	0.00	6.06	6.06	0.00
IV	SAP				
1	Plantation drive all around the pathways of campus & Erection of the protection shed for 1000 plants	0.00	1.00	1.00	0.00
2	Special Activities during Pakhwada (focus on Swacchata, Swasthya aur samriddhi cleanliness, health& prosperity)	0.00	1.00	1.00	0.00
		0.00	1,552.00	1,552.00	0.00

MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE DELHI AND
CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES FOR YEAR 2025-26

Annexure-2

Monthly & Quarterly Expenditure Plan:

Quarter	Month	Monthly Expenditure Plan (Rs. In Lakhs)	Quarterly Expenditure Plan (Rs. In Lakhs)
1 st	April 2025	129.33	388.00
	May 2025	129.33	
	June 2025	129.34	
2 nd	July 2025	129.34	388.00
	August 2025	129.33	
	September 2025	129.33	
3 rd	October 2025	129.33	388.00
	November 2025	129.34	
	December 2025	129.33	
4 th	January 2026	129.34	388.00
	February 2026	129.33	
	March 2026	129.33	
	Total	1552.00	1552.00

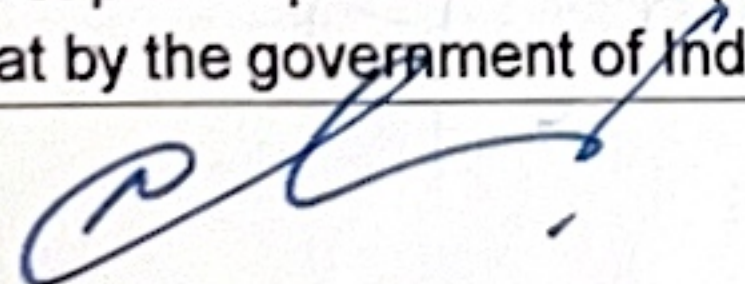
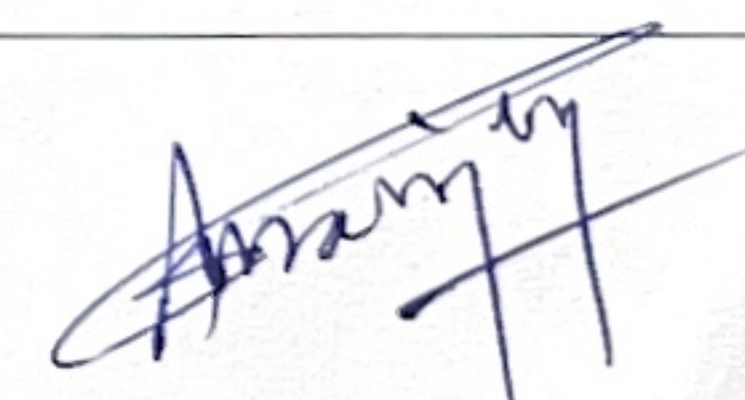



**MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND CENTRAL INSTITUTE OF HIMALAYAN CULTURE
STUDIES FOR YEAR 2025-26**

Annexure- 3

1. Budget/ Accounts

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 2024-2025 by November, 2025. (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 ,2024-2025 by June 2025 Final UC, 2024-2025 by November 2025 Monthly Provisional UC for 2025-26 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))	<ul style="list-style-type: none"> Yes No Yes 	Audit of the C & AG will be conducted at the end of this month.
5	Completion/ Settlement of CAG Audit Paras and Internal Audit Paras before September, 2025- 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 2025-2026)	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 is it required to be	Yes	-

	submitted.		
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 2025.	Yes	-
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	-

1.1 Attach Notes on Accounts with relevant annexures

1.2 Details of Corpus (if any): No

1.3 Bank FD's EP/FC/CPF: No

1.4 Was an internal inspection held in 2025-2026? If yes, attach action taken report: No

1.5 Details of Audit (pending): Nil

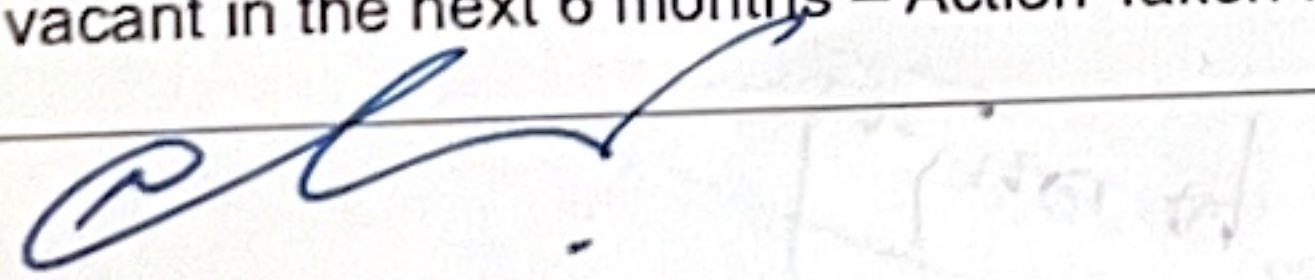
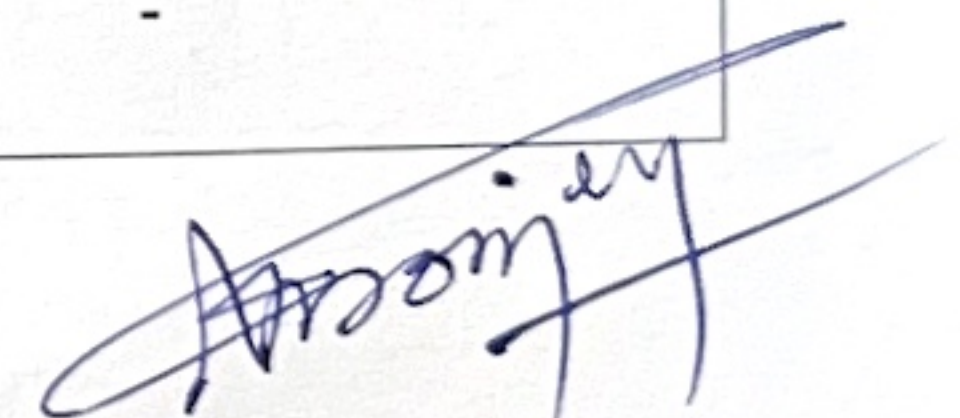
S.No	Audit Objection (Para)	Received on	Reply dates				Current Status (Settled/ Not settled)
			1.	2.	3.	4.	
	N/A	N/A	N/A				N/A

1.6 Details of Revenue:

Month	Tickets	Photography & Camera Charges	Sale of Merchandise & Publications	Booking of auditorium/ Rent	Cafeteria Charges	Others (please specify)	Total
January	Not Applicable						
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)
1.1	Review of Recruitment Rules (once in 5 years)-Action Taken Report to be prepared	Yes	-
1.2	Identification & abolition of posts vacant for the last 5 years (To be abolished)-Action Taken Report to be prepared	No	Recently fall vacant and the process of recruitment is going on.
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	No	No such policy in place in the Institute.
4	Designing and submission of Training Calendar by beginning of year	No	As above
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	11	09	02	00	-	01	-
Group B	06	06	Nil	-	-	-	-
Group C	05	05	Nil	-	-	-	-
Group D	Nil	Nil	Nil	-	-	-	-
Total	22	20	02	01	-	01	-

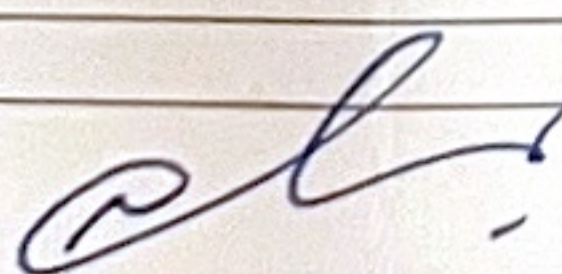
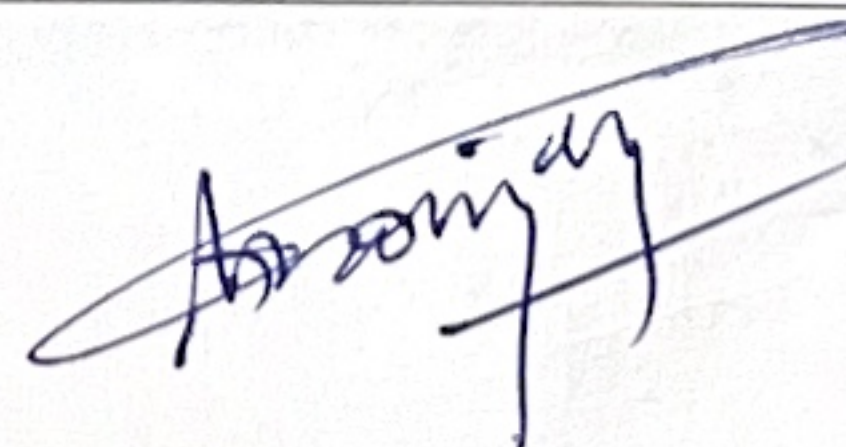
2.2 Attach Organisation chart of AM

2.3 Number of employees under old pension scheme : NIL

2.4 Number of employees under new pension scheme: 20 Nos.

2.5 Details of outsources/contractual staff:

Category	Sanctioned Strength	Working
Contractual-Teaching	Nil	23
Contractual-Ministerial	Nil	14

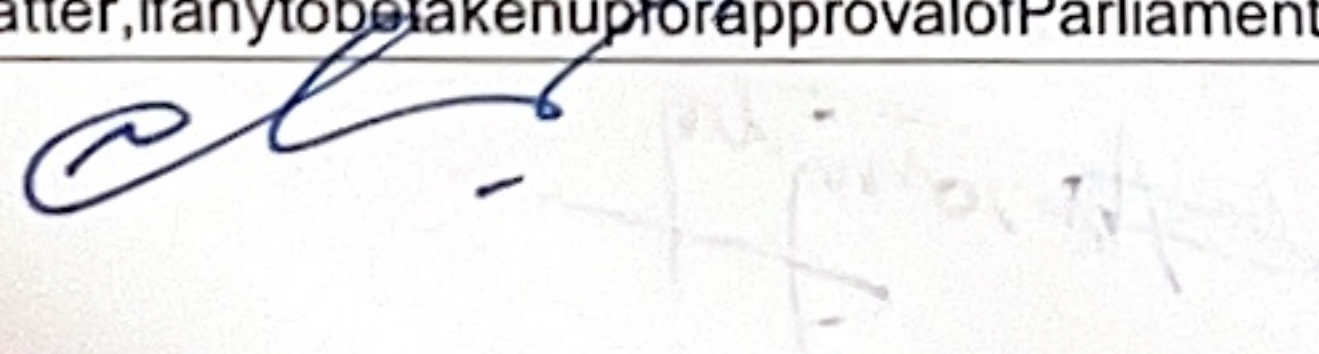
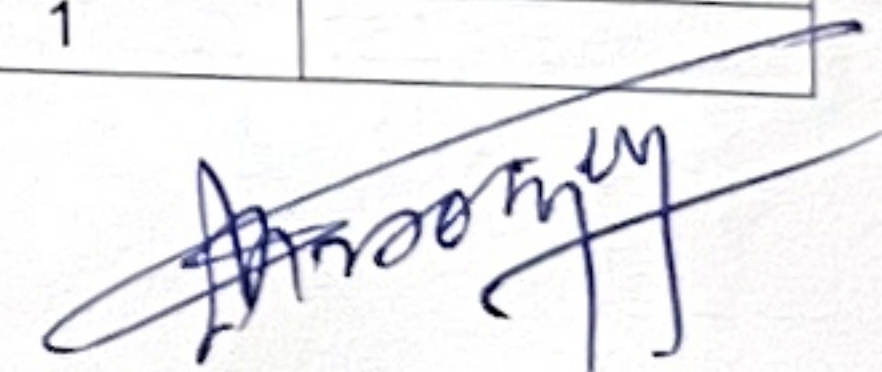
4	Designing and submission of Training Calendar by beginning of year	Yes	2	
5	Verification of Appointments made in the past 5-10 years	Yes	2	
	Total		25	

3. Legal Matters

S.No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Preparation of Reservation Roster			
2	Formation/review of By-laws for the organization as per the prescribed guidelines by November 2025	Yes	1	
		Yes	2	
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 utilize the online court cases monitoring software developed by NIC for regularly monitoring its ongoing court cases)	Yes	2	
	Total		5	

4. Parliament Matters

S.No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Audited Accounts and Annual report to be placed before parliament on time and to be submitted to MoC by November, 2025	Yes	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	
3	Implementation of recommendations of the Parliamentary Standing Committee or such other Parliamentary committees.	Yes	2	
4	Legislative matter, if any, to be taken up for approval of Parliament within	Yes	1	

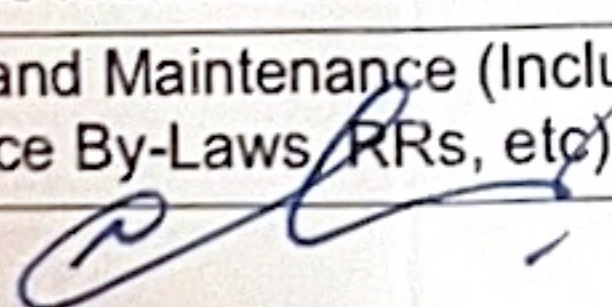
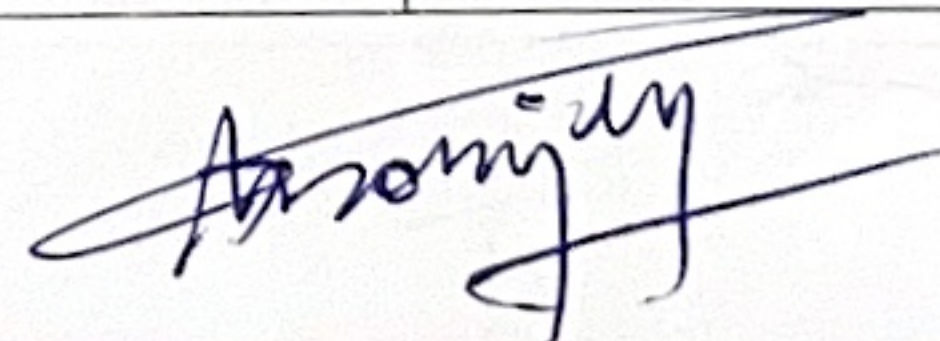



4. Parliament Matters

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, 2025	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

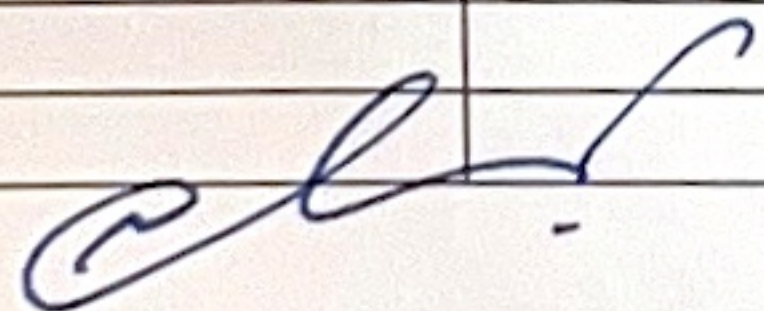
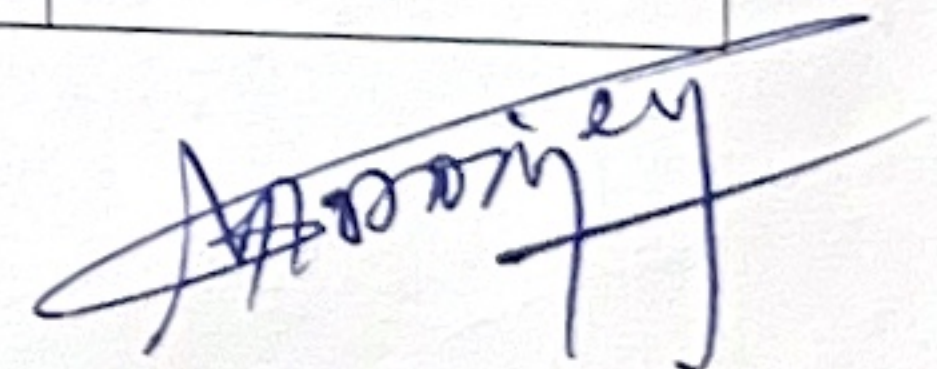
S.No	Parameter	Deliverable (Yes/No)	Remarks (if any)
1.	Mandatory Meetings of all Committees: <ul style="list-style-type: none"> AB Society – July 2025 & February 2026 Executive Board Finance Committee – June 2025 & January 2026 	Yes	
2.	Carrying out of the Performance Audit as per GFR (Once in 2 years)	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/you-tube etc.	Yes	
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 DetailsofFootfall:

Month	Indian Nationals	Foreign	Students	Total
January	-	-	-	-
February	-	-	-	-
March	60	-	200	260
April	-	-	-	-
May	-	-	-	-
June	-	-	-	-
July	-	-	-	-

Month	Indian Nationals	Foreign	Students	Total
August	80	-	240	320
September	100	-	240	340
October	80	-	240	320
November	-	-	-	-
December	-	-	-	-

5.2 Details of Collection:

Type of Artefact/Category	No. of Artefacts	Number on Display	Number Digitised	Number on Janan	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					

NIL

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5.3 DetailsofSocialmediapresence:

Platform	Handle	Followers	Engagement(Views/likes)
Instagram	cihcsdahung	187	-
Facebook	CihcsDahung	1613	-
X	-	-	-
Youtube	CIHCSMediaCell	728	-
OwnWebsite	www.cihcs.edu.in	-	-

6. Programming & Specifics

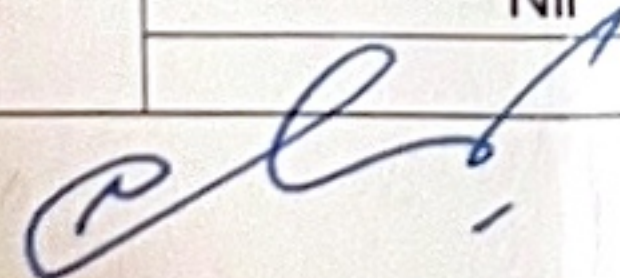
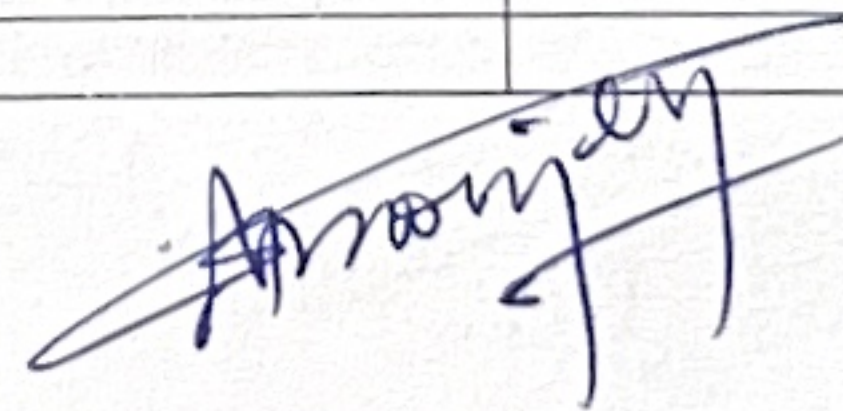
S.No	Parameter	Deliverable (Yes/No)	Remarks (if any)
1.	Collaboration with International organisations for Exhibitions	No	CIHCS being one of the youngest Institute has very less publications
2.	Collaboration with Indian organisations for Exhibitions	No	
3.	Collaboration with International organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.	No	-
4.	Collaboration with Indian organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.	Yes	-
5.	Development of 3+ own Exhibitions	No	-
6.	Development of 3+ own Publications	No	
7.	Development of online shop for sale of merchandise, publications, etc.	No	

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6.1 Details of Programmes/events held:

Year 2025-26				
	Name of Event	Date	Target Expenditure	Achievement
Seminars/Conferences				
Workshops				
Calendar events i.e. Republic Day, Independence Day, World Environment Day, Foundation Day, etc.	<ul style="list-style-type: none"> • Republic Day • International Yoga Day • Independence Day • Foundation Day • Birth Anniversary of Mahatma Gandhi • Rashtriya Ekta Diwas 	<ul style="list-style-type: none"> • 26th Jan • 21st June • 15th August • 19th August • 2nd October • 31st October 		
Other events i.e. mega events, commemoration events, etc	<ul style="list-style-type: none"> • National Seminar • International Seminar • Conferences • Lecture Series 	<ul style="list-style-type: none"> • 19th August • 15th September • 24th November • 16th March 		
Incoming Domestic Exhibitions	Nil	-	-	-
Incoming International Exhibitions	Nil	-	-	-
Outgoing Domestic Exhibitions	Nil	-	-	-
Outgoing International Exhibitions	Nil	-	-	-
Own Exhibitions	Nil	-	-	-
Launches & Publications	Nil	-	-	-

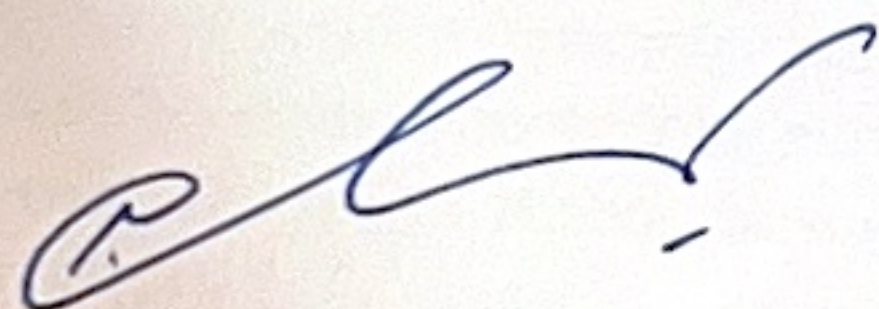
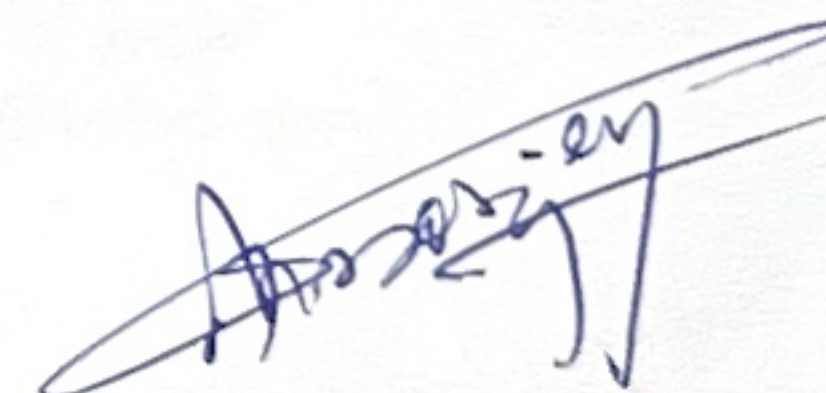
Outreachactivities &Social media	Nil	-	-	-
Others(pleasespecify)				
Total*				

6.2 Were any events organized above 1 crore: NO

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.
NO

6.4 Does AB plan to develop any new galleries? If yes, provide a vision report of the gallery. No

6.5 List the new technologies integrated by AB in 2025-2026?

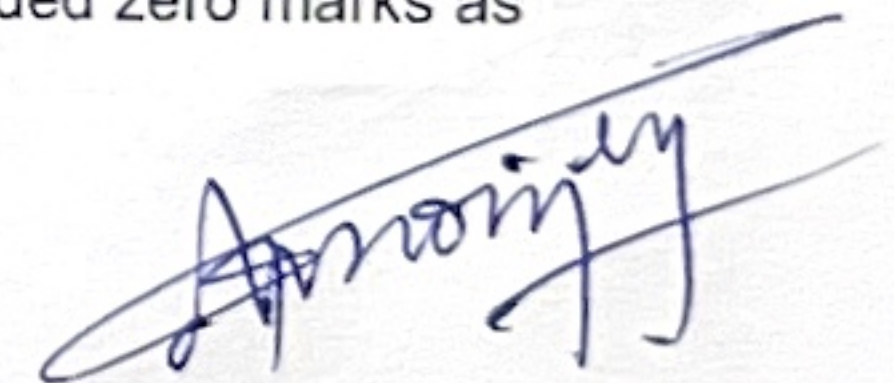



MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES FOR
YEAR 2025-2026

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 Government's account.
- AB shall explore to maximize internal resources and eventually attain self-sufficiency. AB may achieve the target of internal revenue generation of at least 30% of the total budget of the organisation.
- AB may put in place a system of external or internal peer review of the organization 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 2025.
- 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 2025.
- 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.



MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES, DAHUNG FOR YEAR 2025-2026

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	
2	Submission of Periodical Report as per the directives of MoC	Yes	2	
3	Submission of Annual Reports and Audited Accounts for 2024-2025 by November, 2025. (Annual Reports & Annual Accounts to be submitted as per the schedule Prescribed under Rule 237 of GFR 2017)	Yes	2	
4	Submission of Utilization certificates (UC): <ul style="list-style-type: none"> Provisional UC, 2024-2025 by June 2025 Final UC, 2024-2025 by November 2025 Monthly Provisional UC for 2025-26 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	
5	Completion/Settlement of CAG Audit Paras and Internal Audit Paras before September, 2025-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 2025-2026)	Yes	2	
6	Maintenance of data of grants, income-expenditure, investments, assets,	Yes	2	

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	revenue-capital expenditure & employee strength in the prescribed format by the government of India when it is required to be submitted.			
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	
8	Reviewing of user changes/source of internal revenue generation to be completed by September 2025.	Yes	3	
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	
	Total		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	
1.2	Identification & abolition of posts vacant for the last 5 years (To be abolished) - Action Taken Report to be prepared	Yes	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	
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	
1.5	AIIDPC to be conducted by AB within the stipulated time - Action Taken Report to be prepared	Yes	2	
2	Disposal of pending vigilance cases - Action Taken Report to be prepared	Yes	2	
3	Submission of Staff Training Policy	Yes	3	

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4	Designing and submission of Training Calendar by beginning of year	Yes	2	
5	Verification of Appointments made in the past 5-10 years	Yes	2	
	Total		25	

3. Legal Matters

S.No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Preparation of Reservation Roster	Yes	1	
2	Formation/review of By-laws for the organization as per the prescribed guidelines by November 2025	Yes	2	
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	2	
	Total		5	

4. Parliament Matters

S.No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Audited Accounts and Annual report to be placed before parliament on time and to be submitted to MoC by November, 2025	Yes	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	
3	Implementation of recommendations of the Parliamentary Standing Committee or such other Parliamentary committees.	Yes	2	
4	Legislative matter, if any, to be taken up for approval of Parliament within	Yes	1	

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	thetipulatedtimeframe.			
	Total		5	

5. General

S.No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Mandatory Meetings of all Committees: <ul style="list-style-type: none"> • ABSociety-July 2025 & February 2026 • Executive Board • Finance Committee-June 2025 & January 2026 	Yes	2	
2	Carrying out of the Performance Audit as per GFR (Once in 2 years)	Yes	2	
3	Furnish/file mandatory reports/returns on time. Submission of Reports/return to MoC when asked.	Yes	2	
4	Disposal of RTIs and Appeals; furnish/upload certificate/report on RTI Portal.	Yes	1	
5	Disposal of CPGRAMS/Public Grievances/Complaints (Effective Grievance redressal mechanism to be put in place)	Yes	2	
6	Website updation and Maintenance (Including updating MoA rules and Regulations, Service By-Laws, RRs, etc)	Yes	2	
7	Compliance of Rajbhasha Policy as per directives of MHA	Yes	2	
8	Updation of Social Media Handles on X/Facebook/Instagram/you-tube etc.	Yes	3	
9	Implementation of the following e-services: <ul style="list-style-type: none"> • Prepare & upload its 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 	Yes	7	

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	<ul style="list-style-type: none"> • Creation of e-hrms facility • Creation of online APAR management system 			
10	Preparation of Vision & mission statement of AB and to be uploaded on its website.	Yes	2	
11	Taking up of Swachh Bharat Campaign/Programmes and cleanliness drives as instructed/directed by MoC	Yes	2	
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	
	Total		30	

6. Programming & Specific

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

