

KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY, PATNA
Memorandum of Understanding for the Financial Year 2019 – 2020

Memorandum of Understanding (MoU) between the Ministry of Culture (MoC), Shastri Bhawan, New Delhi and Khuda Bakhsh Oriental Public Library (KBOPL), Patna for the Financial Year 2019 – 2020.

1. This agreement is made on 31st day of 8th month 2019 between the MoC, Government of India, as the first party and the KBOPL an organization under the MoC, hereinafter called the Second Party.
2. **Whereas the MoC** have the mandate to preserve, promote and disseminate all forms of art and culture. It is responsible for formulation of policies of the Government in relation to Indian Art, Culture and Heritage and also for the execution, monitoring and review of those policies.

And whereas the KBOPL has the following mandate,

- i) To undertake and promote study and research in the field of Library development.
- ii) To collaborate with institutions/organizations in similar activities in India and abroad.
- iii) To promote initiatives to create awareness of Library activities through lectures, seminars, workshops and conferences.
- iv) To develop and preserve rare books, documents, photographs, audio and video visuals; and
- v) To exhibit Library's rare collection of manuscripts, rare books and periodicals etc.

3. Purpose of the MOU

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

To achieve this, the following deliverables are required:

1. Budget / Accounts

- (i) Budgetary outlay for the year 2019-20 amounting to Rs.583.25 lakh allocated under Revenue to KBOPL, Patna for carrying out organizational work under the following heads/schemes:
 - (a) Rs.160.00 lakh for Grant-in-aid (General),
 - (b) Rs.45.00 lakh for Grant for Creation of Capital Assets,
 - (c) Rs.377.25 lakh for Grant-in-aid (Salaries) and
 - (d) Rs.1.00 lakh for SAP (General)

Activity-wise physical and financial targets have been shown in Annexure-I to this MoU. Monthly Expenditure Plan (MEP) and Quarterly Expenditure Plan (QEP) on the basis of activities to be carried out have been prepared and is defined at Annexure-III. KBOPL should adhere to the MEP and QEP while incurring

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expenditure during 2019-20. Further funds will be released only after analyzing the MEP and QEP furnished by the organization.

(ii) While incurring the expenditure, requisite approval of the concerned EC/FC/Society or MoC as the case may be, will have to be obtained before executing the work. Budget will be based on the principle of zero-based budgeting. The grant-in-aid is dependent on the ability of KBOPL to show measurable improvement in service delivery with reference to the key performance indicators and achievement of targets as included in **Annexure-IV & V**.

(iii) **KBOPL** shall submit the Annual Report and Audited Accounts for the year 2018-19 to the Ministry of Culture before 30th November 2019.

(iv) The CAG audit for the year 2018-19 shall be completed by September 2019.

(v) Provisional Utilization Certificate (UC) for the financial year 2018-19 shall be submitted to the Ministry by May, 2019 and Final UC by November, 2019. Further, monthly Provisional Certificate for the financial year 2019-20 has to be submitted before releasing the next month's grant.

(vi) KBOPL 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 suppliers of stores and assets to construction agencies, to staff for (HBA and purchase of conveyance) which do not constitute expenditure at that stage but have been met out of Grants and are pending for adjustments. These shall be treated as unutilised grant allowed to be carried forward.

(vii) **All CAG's audit paras and internal audit paras should be settled by September, 2019. Settlement of pending Audit paras shall be the first agenda item of EC/FC/Foundation meetings of the KBOPL. Action Taken Report in the prescribed proforma should be submitted to the Ministry on priority basis.**

(viii) KBOPL shall provide gist of the physical and financial progress to the Ministry and status report of all pending CAG audit paras/parliamentary assurances on monthly basis to this Ministry. If the report is not received within the stipulated time, monthly grant released will not be processed.

(ix) All financial irregularities which have been pointed out by the Audit and pursued by the Ministry of Culture should be taken care of and report should be furnished by KBOPL before the end of first quarter of 2019-20.

(x) Inputs for preparations of EFC/SFC in accordance with the extent guidelines/instructions of Ministry of Finance shall be submitted as per directives of MoC.

(xi) Monthly Report in respect of core activities/specific deliverables undertaken by

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KBOPL in prescribed format (**Annexure-II**) shall be submitted to Ministry of Culture by the first week of the month in which it becomes due. Any other periodical report asked by the Ministry shall also be submitted within the stipulated time.

(xii) Governing body of KBOPL shall review user charges/source of internal revenue generation at least once in a year and this exercise should preferably be completed by the month of September every year and the status of the same be furnished to this Ministry.

(xiii) KBOPL shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government

(xiv) KBOPL shall designate an officer of appropriate level to render financial advice whose concurrence should be obtained for sanction and incurring expenditure. The financial limits upto which such concurrence is mandatory may be drawn up by the organization. The Director of the organization will be responsible for overall financial management of the organization.

(xv) Public Financial Management System (PFMS) has to be put in use by the organization.

(xvi) An external or internal periodic peer review of the KBOPL will be carried out every three years or five year depending on the size of the autonomous body, in terms of GFR 229 (ix) and further release of grant to KBOPL shall depend on the outcome of such review.

(xvii) KBOPL shall account for revenue and capital expenditure separately. KBOPL shall maintain and present their annual accounts / final accounts in the standard prescribed format by the Government.

(xviii) While seeking grants from the Ministry, KBOPL shall provide the information in the prescribed format by the IFD and the Administrative Division shall process the proposal on quarterly basis indicating the month-wise proposed release amount during the quarter. However, the Administrative Division will release the concurred amount on monthly basis.

(xix) All interests or other earnings against GIA or advances (released to KBOPL) shall be mandatorily remitted to Consolidated Fund of India (CFI) immediately after finalization of accounts. Such advances shall not be allowed to be adjusted against future release.

(xx) KBOPL should take advantages of the pension or gratuity schemes or group insurance schemes or house building loan schemes or vehicle loan schemes etc. available in the market for employees instead of undertaking liability on their own or Government account.

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(xxi) KBOPL shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and Annual Report.

(xxii) The KBOPL will maximise internal resources and eventually attain self-sufficiency. To achieve this, the KBOPL should target internal revenue generation at least 30% of the total budget of the KBOPL, and accordingly the physical and financial targets should be in line with this.

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

2. Human Resource

(i) As per Govt. norms, Recruitment Rules (RRs) for all the posts should be reviewed once in five years. Hence, all pending RR (not reviewed in last five years) shall be reviewed immediately on priority basis with the approval of the Competent Authority.

(ii) All existing posts, which are vacant for more than five years, are required to be abolished as per Govt. instructions. Hence, KBOPL may take immediate action to identify all such posts and issue instructions/orders for abolition of such posts with the approval of competent authority.

(iii) All posts which are vacant for more than 2 years will fall under "deemed abolished" category and could not be filled without revival from Department of Expenditure. Hence, KBOPL may take immediate action to identify all such posts and submit the proposal to the Ministry for revival of all such posts.

(iv) All posts which are vacant within two years or likely to be vacant in the next six months are to be filled up on priority basis for which KBOPL may take action as per RRs of the posts.

(v) All DPCs will be conducted by KBOPL within the stipulated time following the prescribed rules.

(vi) All pending vigilance cases, if any, shall be disposed off in a time bound manner as per rules.

(vii) Training of the staff of the organization will be ensured as per the Staff Training Policy. The KBOPL will assess needs for skill development and create tailored training modules.



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(viii) New Pension Scheme (if applicable) and related contribution towards any official under the Scheme will be done on time.

(ix) Verification of appointments made during the last 5-10 years has to be carried out by KBOPL. This process has to be completed by November, 2019.

3. Legal Matters

(i) Amendments to the Memorandum of Association would be carried out, if necessary, with the approval of Competent Authority.

(ii) The bye-laws of the organisation shall be framed/ reviewed and requisite amendments would be made as per the prescribed guidelines by November 2019 with the approval of the Competent Authority.

(iii) The KBOPL shall ensure timely monitoring of the court cases. All the court cases with their status will also be updated on the website of Legal Information Management & Briefing System (LIMBS) by June 2019. The information will be kept up to date.

(iv) The organization will utilize the online court case monitoring software developed by NIC for regularly monitoring its ongoing court cases during the year.

4. Parliament Matters

(i) Audited Accounts and Annual Report for the year 2018-2019 will be placed before the Parliament in time. The report shall be sent by the KBOPL to MoC before end of November, 2019.

(ii) Fulfilment of all pending Parliamentary Assurances will be ensured within the stipulated time frame.

(iii) Legislative matters, if any, will be taken up for approval of Parliament within the stipulated time frame.

(iv) Recommendations / suggestions of the Parliamentary Standing Committee and such other Parliamentary Committees, if any, will be implemented from time to time with the approval of the appropriate authorities of the KBOPL.

5. Innovative Subjects / Projects

(i) KBOPL will organize regularly literary programmes, lectures, seminars, exhibitions etc. on regular basis (at least once a month) to attract more readers and participants. More importantly also to attract the youth and children, there should also be programmes relevant to these groups. Tie up with Universities, Colleges and Schools of the area is a must in this regard. In fact, some of such programme can be held in the campuses of Universities/Colleges and Schools (especially Govt.



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schools). In fact, KBOPL will organize a workshop with teachers of Govt. schools to inculcate reading habits among students of such schools. KBOPL will also identify and handhold certain Govt. schools to improve Library facilities and reading habits therein.

(ii) Every year KBOPL will organize Library week full of programs, quizzes, competitions, in order to highlight the presence of the Library.

(iii) Like Rampur Raza Library, KBOPL can also institute awards for best publications in different languages.

(iv) Exhibition of Rare Books.

(v) KBOPL will organize series of Lectures for example 1) By handwriting analyst, 2) By eminent personalities on religion, literature and culture.

(vi) KBOPL will conduct an exhibition of books on freedom struggles.

6. General

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

(ii) The Performance Audit/Peer Review shall be carried out as per GFR provisions contained in Chapter-9-Rule 208 (v).

(iii) Mandatory Returns and Reports for the year to be filed on time.

(iv) Timely disposal of all the applications and appeals under the RTI Act 2005 shall be ensured. KBOPL shall also furnish/upload certificate/report on RTI Portal as the extant guidelines.

(v) For disposal of public grievances/complaints, KBOPL shall ensure that an effective grievance redressal mechanism is in place to ensure timely disposal of public grievances/complaints received through PG Portal or any other sources within 15 days.

(vi) KBOPL website shall be reviewed, updated and revamped from time to time as per the Government guidelines. MoA, Rules and Regulations, Service by-laws and Recruitment Rules and amendments thereof of the Organization will be uploaded on the website of the organization.

(vii) KBOPL shall ensure compliance with the Raj Bhasha Policy as per directives received from MHA.



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(viii) Swachh Bharat Campaign/programmes as well as cleanliness drive shall be taken up by KBOPL and the instructions/directions given by this Ministry in this regard shall be followed.

(ix) The KBOPL shall be active on social media like Youtube/Facebook/Twitter etc. After the programme is held photographs and videos shall be uploaded immediately along with the information on the programme.

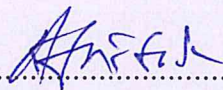
(xii) The organization will be active on the *My Gov. Platform* for inviting suggestions, ideas regarding its activities, during the year.

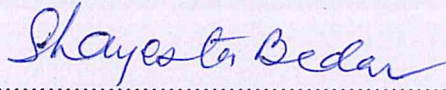
(xiii) Vision and Mission document will be prepared by the organization and uploaded on the website.

7. Specific deliverables to be achieved by KBOPL to be linked with MEP/QEP

KBOPL will furnish the status report of the following core activities in **Annexure-II** on a monthly basis.


- (i) Status of RTI
- (ii) Status of Public Grievances
- (iii) Status of Swachhta Abhiyan
- (iv) Seminars/Symposiums/Workshops etc
- (v) Research program in the area of development of Library movement.
- (vi) Updation of Bibliographic data on KBOPL's and NVLI portal.
- (vii) Digitization of Manuscripts/Artefacts/Rare Books etc. to make the digital content available on KBOPL's website and NVLI portal.
- (viii) Monthly status of Preventive/Curative conservation taken up w.r.t. Manuscripts and Printed books.

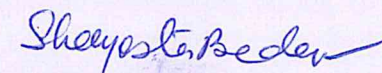

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Signature of Director, KBOPL, Patna
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Activity Wise Weightage				
Sl. No.	Activities	Target	Financial Target	Weightage
			(₹ in lakh)	
1	Collection Development (Purchase of Hindi, English, Urdu, Arabic, Persian Books & Periodicals)	1480	5.00	15
2	Purchase of Furniture & Equipment	21	5.00	3
3	Creation of Capital Assets : Extension of Building	2	20.00	2
4	Computerization including Digitization of Manuscripts	1	5.00	3
5	Improvement & Modernization of Stack Area	14	10.00	10
Total : GRANT IN AID (CAPITAL)			45.00	
6	Development of Books Preservation & Reprographic Expense	50000	5.00	20
7	Khuda Bakhsh Fellowship	2	0.50	2
8	Modernization of Stack Area and Reader's facilities	9	1.50	4
9	Purchase of Newspaper, Magazine & Periodicals	1000	1.00	7
10	Research Seminars, Lectures & Cultural Programmes & Founders Anniversary	8	4.00	10
11	Electricity & Power	12	14.50	1
12	Expenditure on Fee	11	1.30	2
13	Vehicle & Generator running & maintenance	25	1.40	2
14	Gratuity	2	28.50	1
15	Misc. Contingent Expenditures	24	1.20	1
16	Pension & Contribution of Interest	13	94.50	2
17	Rent, rates & taxes	2	1.70	1
18	Repair & maintenance of Furniture, Equipments & Building	36	2.50	4
19	Stationary, Sanitary, Electrical, Telephone, Gardening & Postage Expense	100	1.55	7
20	Travelling & Conveyance	7	0.85	2
Total : GRANT IN AID (GENERAL)			160.00	
21	Swachhta Abhiyan	4	1.00	1


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Activity 1					
Collection Development (Purchase of Hindi, English, Urdu, Arabic, Object Head - Grant in aid Creation of Capital Assets (12.03.35)					
Weight (W)=15					
Unit Cost (In Rs.)= 338/-					
Month	Physical		Financial		Score * W* A/T
	Target (T)	Achievement (A)	Target (Rs. in lakh)	Achievement	
Apr-19	0		0.00		
May-19	148		0.50		
Jun-19	148		0.50		
Jul-19	148		0.50		
Aug-19	148		0.50		
Sep-19	148		0.50		
Oct-19	148		0.50		
Nov-19	148		0.50		
Dec-19	148		0.50		
Jan-20	148		0.50		
Feb-20	148		0.50		
Mar-20	0		0.00		
Total	1480		5.00		

No. of books purchase during 2018-19 = 1092

Amount Spent on purchase = Rs.369113/-

Unit cost = Rs.388 (i.e. Rs.369113/1092 = 338/-)

Activity 2					
Purchase of Furniture & Equipment					
Object Head-Grant in aid Creation of Capital Assets (12.03.35)					
Weight (W)=3					
Unit Cost (In Rs.)= 23809/-					
Month	Physical		Financial		Score * W* A/T
	Target (T)	Achievement (A)	Target (Rs. in lakh)	Achievement	
Apr-19	0		0.00		
May-19	0		0.00		
Jun-19	5		1.25		
Jul-19	0		0.00		
Aug-19	0		0.00		
Sep-19	10		2.25		
Oct-19	0		0.00		
Nov-19	0		0.00		
Dec-19	0		0.00		
Jan-20	6		1.50		
Feb-20	0		0.00		
Mar-20	0		0.00		
Total	21		5.00		

Unit cost is based on market survey.

Laser Printer	8,000.00	4	32,000.00
Table	76,000.00	1	76,000.00
Chair	15,000.00	6	90,000.00
AC	48,000.00	6	288,000.00
Pedastal Fan	4,000.00	4	16,000.00

Above furniture and AC will be purchased for ammunities to readers.

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Activity 3					
Creation of Capital Assets : Extension of Building					
Object Head-Grant in aid Creation of Capital Assets (12.03.35)					
Weight (W)=2					
Unit Cost (In Rs.) =					
Month	Physical		Financial		Score *
	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
	Personal	(A)			W* A/T
Apr-19	1		9.00		
May-19	0		0.00		
Jun-19	0		0.00		
Jul-19	0		0.00		
Aug-19	0		0.00		
Sep-19	0		0.00		
Oct-19	0		0.00		
Nov-19	1		11.00		
Dec-19	0		0.00		
Jan-20	0		0.00		
Feb-20	0		0.00		
Mar-20	0		0.00		
Total	2		20.00		

New Activity -Unit cost is based on actual cost of Tender.

Activity 4					
Computerization including Digitization of Manuscripts					
Object Head-Grant in aid Creation of Capital Assets (12.03.35)					
Weight (W)=3					
Unit Cost (In Rs.)= 500000					
Month	Physical		Financial		Score *
	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
		(A)			W* A/T
Apr-19	0		0.00		
May-19	0		0.00		
Jun-19	1		5.00		
Jul-19	0		0.00		
Aug-19	0		0.00		
Sep-19	0		0.00		
Oct-19	0		0.00		
Nov-19	0		0.00		
Dec-19	0		0.00		
Jan-20	0		0.00		
Feb-20	0		0.00		
Mar-20	0		0.00		
Total	1		5.00		

Unit cost is based on actual cost of tender payment will be made to NIC against Digitization of Manuscripts. Digitisation of 10 lakh folios has been completed, which is available for readers.

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 Khuda R... पटना

Activity 5					
Improvement & Modernization of Stack Area					
Object Head-Grant in aid Creation of Capital Assets (12.03.35)					
Object Head					
Weight (W)=5					
Unit Cost (In Rs.)= 71428/-					
Physical			Financial		Score *
Month	Target (T)	Achievement (A)	Target (Rs. in lakh)	Achievement	
Apr-19	0		0.00		W* A/T
May-19	0		0.00		
Jun-19	1		1.00		
Jul-19	5		5.00		
Aug-19	1		0.35		
Sep-19	0		0.00		
Oct-19	0		0.00		
Nov-19	4		1.65		
Dec-19	0		0.00		
Jan-20	0		0.00		
Feb-20	0		0.00		
Mar-20	3		2.00		
Total	14		10.00		

Unit cost will be based on lowest quotation.

Different type of works will be done for improvement & Modernization of the Library.

Grant in Aid-General

Activity 6					
Development of Books Preservation & Reprographic Expenses					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=5					
Unit Cost (In Rs.)= 10.00					
Physical			Financial		Score *
Month	Target (T)	Achievement (A)	Target (Rs. in lakh)	Achievement	
Apr-19	4000		0.70		W* A/T
May-19	4000		0.80		
Jun-19	4000		0.30		
Jul-19	4000		1.03		
Aug-19	4000		0.30		
Sep-19	4000		0.37		
Oct-19	4000		0.25		
Nov-19	4000		0.25		
Dec-19	4000		0.25		
Jan-20	4000		0.25		
Feb-20	4000		0.25		
Mar-20	6000		0.25		
Total	50000		5.00		

Activity: No. of folios repaired in 2018-19, 65844 at the cost of 300000/50000=6.00.

Unit cost is Rs.6.00.

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Activity 7					
Khuda Bakhsh Fellowship					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=2					
Unit Cost (In Rs.)= 25000					
Physical			Financial		Score *
Month	Target (T)	Achievement (A)	Target (Rs. in lakh)	Achievement	
Apr-19	0		0.00		
May-19	0		0.00		
Jun-19	0		-		
Jul-19	0		0.00		
Aug-19	0		0.00		
Sep-19	0		0.00		
Oct-19	2		0.50		
Nov-19	0		0.00		
Dec-19	0		0.00		
Jan-20	0		0.00		
Feb-20	0		0.00		
Mar-20	0		0.00		
Total	2		0.50		

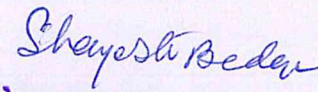
Payment of two Research Projects is to be made.

Activity 8					
Modernization of Stack Area and Reader's Facilities					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=2					
Unit Cost (In Rs.)= 5000					
Physical			Financial		Score *
Month	Target (T)	Achievement (A)	Target (Rs. in lakh)	Achievement	
Apr-19	0		0.00		
May-19	1		0.20		
Jun-19	1		0.05		
Jul-19	1		0.30		
Aug-19	1		0.20		
Sep-19	0		0.00		
Oct-19	1		0.15		
Nov-19	1		0.15		
Dec-19	1		0.15		
Jan-20	0		-		
Feb-20	1		0.15		
Mar-20	1		0.15		
Total	9		1.50		

Unit cost will be based on lowest quotation.

Different type of works will be done for improvement & upgradation of the Library.


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Activity 9					
Purchase Newspapers, Magazines & Periodicals					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=7					
Unit Cost (In Rs.)= 100					
Physical			Financial		Score *
Month	Target (T)	Achievement (A)	Target (Rs. in lakh)	Achievement	
Apr-19	80		0.08		
May-19	80		0.08		
Jun-19	80		0.08		
Jul-19	80		0.08		
Aug-19	80		0.08		
Sep-19	80		0.08		
Oct-19	80		0.08		
Nov-19	80		0.08		
Dec-19	80		0.08		
Jan-20	80		0.08		
Feb-20	100		0.10		
Mar-20	100		0.10		
Total	1000		1.00		

100 of Papers & Periodicals (Monthly, Daily) purchased during 2018-19 at the cost of Rs.1,00,000/1000=100.
Unit cost i.e. = Rs.100/-.

Activity 10					
Research Seminars, Lectures & Cultural Programmes & Founders Anniversary					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=7					
Unit Cost (In Rs.)= 50000					
Physical			Financial		Score *
Month	Target (T)	Achievement (A)	Target (Rs. in lakh)	Achievement	
Apr-19	1		0.20		
May-19	0		0.10		
Jun-19	0		0.55		
Jul-19	0		0.00		
Aug-19	5		1.30		
Sep-19	1		0.35		
Oct-19	0		0.50		
Nov-19	0		0.00		
Dec-19	0		0.00		
Jan-20	1		0.50		
Feb-20	1		0.50		
Mar-20	0		0.00		
Total	8		4.00		

No. of Lectures / Exhibitions organised during 2018-19 is 6 at the cost of Rs.3,50,000 / 6 = 58333/-.
Unit cost is Rs.350000/6=58333/-.

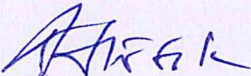
Adnich Kumar
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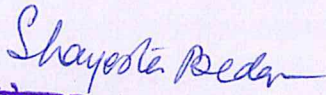
Shampada Bedar
निदेशक / Director
खुदा बख्श ओ.पी. लाइब्रेरी, पटना
Khuda Bakhsh O.P. Library, Patna

Activity 11					
Electricity & Power					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=1					
Unit Cost (In Rs.)= 100000					
Physical			Financial		Score *
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
	Personal	(A)			W* A/T
Apr-19	1		1.20		
May-19	1		1.20		
Jun-19	1		1.20		
Jul-19	1		1.20		
Aug-19	1		1.20		
Sep-19	1		1.20		
Oct-19	1		1.20		
Nov-19	1		1.20		
Dec-19	1		1.20		
Jan-20	1		1.20		
Feb-20	1		1.20		
Mar-20	1		1.30		
Total	12		14.50		

Activity 12					
Expenditure on Fee					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=1					
Unit Cost (In Rs.)= 11818					
Physical			Financial		Score *
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
	Personal	(A)			W* A/T
Apr-19	0		0.00		
May-19	1		0.10		
Jun-19	1		0.10		
Jul-19	1		0.10		
Aug-19	1		0.30		
Sep-19	1		0.10		
Oct-19	1		0.10		
Nov-19	1		0.10		
Dec-19	1		0.10		
Jan-20	1		0.10		
Feb-20	1		0.10		
Mar-20	1		0.10		
Total	11		1.30		

Lawyer's fee, Income Tax Consultant & Auditor's fee etc.



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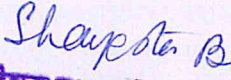

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Activity 13					
Vehicle and Generator running & maintenance					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=1					
Unit Cost (In Rs.)=5600					
Month	Physical		Financial		Score *
	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	W* A/T
	Personal	(A)			
Apr-19	2		0.08		
May-19	2		0.08		
Jun-19	3		0.04		
Jul-19	2		0.56		
Aug-19	2		0.08		
Sep-19	2		0.08		
Oct-19	2		0.08		
Nov-19	2		0.08		
Dec-19	2		0.08		
Jan-20	2		0.08		
Feb-20	2		0.08		
Mar-20	2		0.08		
Total	25		1.40		

Activity 14					
Gratuity					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=1					
Unit Cost (In Rs.)= 14,25,000/-					
Month	Physical		Financial		Score *
	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	W* A/T
		(A)			
Apr-19	0		0.00		
May-19	0		0.00		
Jun-19	0		0.00		
Jul-19	0		0.00		
Aug-19	0		0.00		
Sep-19	0		0.00		
Oct-19	0		0.00		
Nov-19	0		0.00		
Dec-19	2		28.50		
Jan-20	0		0.00		
Feb-20	0		0.00		
Mar-20	0		0.00		
Total	2		28.50		

Unit cost = 14,25,000/- each


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Activity 15					
Misc. Contingent Expenditures					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=1					
Unit Cost (In Rs.)=5000					
Physical			Financial		Score *
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
	Personal	(A)			W* A/T
Apr-19	2		0.05		
May-19	2		0.05		
Jun-19	2		0.05		
Jul-19	2		0.05		
Aug-19	2		0.05		
Sep-19	2		0.12		
Oct-19	2		0.03		
Nov-19	2		0.04		
Dec-19	2		0.24		
Jan-20	2		0.34		
Feb-20	2		0.14		
Mar-20	2		0.04		
Total	24		1.20		

Activity 16					
Pension & Contribution of Interest					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=2					
Unit Cost (In Rs.)= 7269231					
Physical			Financial		Score *
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
		(A)			W* A/T
Apr-19	1		7.15		
May-19	1		7.15		
Jun-19	1		7.15		
Jul-19	1		7.45		
Aug-19	1		7.50		
Sep-19	1		7.50		
Oct-19	1		7.50		
Nov-19	1		7.50		
Dec-19	1		7.50		
Jan-20	1		7.50		
Feb-20	2		12.30		
Mar-20	1		8.30		
Total	13		94.50		

Above estimate of Rs.90.50 lakhs is on the basis of 6 CPC, however this will enhance upto Rs.105.00 lakhs due to implementation of 7 CPC.


Arun Kumar
 अरुण कुमार / ARUN KUMAR
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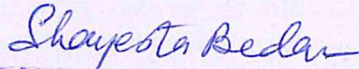
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Activity 17					
Rent, rates & taxes					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=1					
Unit Cost (In Rs.)= 85000					
Physical			Financial		Score *
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
	Personal	(A)			W* A/T
Apr-19	0		0.00		
May-19	0		0.00		
Jun-19	0		-		
Jul-19	2		1.70		
Aug-19	0		0.00		
Sep-19	0		0.00		
Oct-19	0		0.00		
Nov-19	0		0.00		
Dec-19	0		0.00		
Jan-20	0		0.00		
Feb-20	0		0.00		
Mar-20	0		0.00		
Total	2		1.70		

Activity 18					
Repair & maintenance of Computer,Furniture,Equipments & Building					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=2					
Unit Cost (In Rs.) = 6944/-					
Physical			Financial		Score *
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
		(A)			W* A/T
Apr-19	3		0.20		
May-19	3		0.30		
Jun-19	3		0.20		
Jul-19	3		0.20		
Aug-19	3		0.20		
Sep-19	3		0.20		
Oct-19	3		0.20		
Nov-19	3		0.20		
Dec-19	3		0.20		
Jan-20	3		0.20		
Feb-20	3		0.20		
Mar-20	3		0.20		
Total	36		2.50		


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Activity 19					
Stationary, Sanitary, Electrical, Telephone, Gardening & Postage					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=1					
Unit Cost (In Rs.)= 15500					
Physical			Financial		Score *
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
	Personal	(A)			W* A/T
Apr-19	5		0.03		
May-19	2		0.03		
Jun-19	4		0.56		
Jul-19	0		0.00		
Aug-19	16		0.12		
Sep-19	8		0.08		
Oct-19	15		0.13		
Nov-19	10		0.12		
Dec-19	10		0.12		
Jan-20	10		0.12		
Feb-20	10		0.12		
Mar-20	10		0.12		
Total	100		1.55		

Activity 20					
Travelling & Conveyance Expenses					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=1					
Unit Cost (In Rs.)= 12143/-					
Physical			Financial		Score *
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
	Personal	(A)			W* A/T
Apr-19	0		0.00		
May-19	1		0.15		
Jun-19	1		0.10		
Jul-19	1		0.20		
Aug-19	0		0.00		
Sep-19	2		0.10		
Oct-19	0		0.00		
Nov-19	1		0.15		
Dec-19	0		0.00		
Jan-20	0		0.00		
Feb-20	1		0.15		
Mar-20	0		0.00		
Total	7		0.85		

Arjun Kumar
ARJUN KUMAR
 Under Secretary
 Ministry of Culture
 Govt. of India
 New Delhi

Shayam Bedan
Shayam Bedan
 Director
 Khuda Bakhsh O.P. Library, Patna

Activity 21					
Swachhta Abhiyan					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=1					
Unit Cost (In Rs.)=25000					
Physical			Financial		
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	Score *
	Personal	(A)			W* A/T
Apr-19	1		0.25		
May-19	0		0.00		
Jun-19	0		0.00		
Jul-19	1		0.25		
Aug-19	0		0.00		
Sep-19	0		0.00		
Oct-19	1		0.30		
Nov-19	1		0.00		
Dec-19	0		0.00		
Jan-20	0		0.00		
Feb-20	0		0.20		
Mar-20	0		0.00		
Total	4		1.00		

Ashish Kumar


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Shayesta Bedar

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खुदा बख्श ओ० पी० लाइब्रेरी, पटना
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DTH CONTENT							
Weight (W)							
Month	Content Creation				Content Broadcasting		
	Target (T)	Target	Achievement (A)	Score * W*A/T	Target	Achievement	Score * W*A/T
Apr-19	NIL	NIL	NIL	NIL	NIL	NIL	NIL
May-19	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Jun-19	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Jul-19	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Aug-19	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Sep-19	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Oct-19	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Nov-19	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Dec-19	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Jan-20	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Feb-20	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Mar-20	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL	NIL	NIL	NIL

Viewership / Readership				
Weight (W) = 0				
Month	Target: Readers approx	Achievement	Score	Total Score
Apr-18	6100			10
May-18	6100			10
Jun-18	6100			10
Jul-18	6100			0
Aug-18	6100			10
Sep-18	6100			10
Oct-18	6100			10
Nov-18	6100			10
Dec-18	6100			10
Jan-19	6100			5
Feb-19	6100			5
Mar-19	6100			10
Total				100


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 नई दिल्ली / New Delhi


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 खुदा बख्श ओ.ए. लाइब्रेरी, पटना
 Khuda Baksh O.A. Library, Patna

(b) Manuscripts:

Total No. of Manuscripts	Total No. of Manuscripts conserved upto last month	Total No. of Manuscripts conserved during the current month	Balance Manuscripts to be conserved during current year	Remarks

श्री श्री श्री / श्री श्री श्री
 श्री श्री श्री / Under Secretary
 श्री श्री श्री / Minister / in Charge
 श्री श्री श्री / GOVT. OF INDIA
 श्री श्री श्री / New Delhi

ANNEXURE-III

KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY, PATNA			
FINANCIAL YEAR 2019-20 (Monthly/Quarterly Expenditure Plan - MEP/QEP)			
	Month	MEP (Rs. in lakhs)	QEP (Rs. in lakhs)
Quarter-I	Apr-19	18.94	47.81
	May-19	10.74	
	Jun-19	18.13	
Quarter-II	Jul-19	18.62	43.73
	Aug-19	12.18	
	Sep-19	12.93	
Quarter-III	Oct-19	11.52	73.46
	Nov-19	23.02	
	Dec-19	38.92	
Quarter-IV	Jan-20	12.37	41.00
	Feb-20	15.99	
	Mar-20	12.64	
Total (2019-20)		206.00	206.00

Ashish Kumar
 अशीश कुमार / ASHISH KUMAR
 अवर सचिव / Under Secretary
 संस्कृति मंत्रालय / Ministry of Culture
 भारत सरकार / Govt. of India
 नई दिल्ली / New Delhi


Shayesteh Bedar
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 Khuda Baksh O.P. Library, Patna

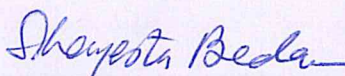
Annexure-IV

KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY, PATNA
(Ministry of Culture, Government of India)

MOU: Key Performance Indicators 2019-20

S. No.	Item	Minimum Targets
1.	Outreach programmes, Seminars, Workshop, Exhibition and Lectures	6
2.	Publications	6
3.	Exhibition	4
4.	Laying of the Audited Accounts and Annual Reports on the tables of both the Houses of Parliament	Laying of the Audited Accounts and Annual Reports is ensured on time.
5.	Organizing Hindi Workshops	1
6.	Swachh Bharat	Swachta Action Plan shall be under taken during the year.
7.	Cultural Activities	4
8.	Increase presence in Social Media	Ensured
9.	The Recruitment Rules for all the staff to be reviewed	Under review.
10.	Audited Accounts and Annual Reports for the year 2018-19	Ensured on time.
11.	Uploading of RFD on the site	Under consideration.
12.	Maintenance of asset register	Once in a year.
13.	Month wise Physical and Financial Targets	Ensured.
14.	Percentage of Plan expenditure to be met by internal revenue generation	The Library is a non-profitable organisation.
15.	Unit-wise cost of activities	Matrix enclosed.
16.	Impact assessment/readership targets	Minimum 10% over the pervious year.


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 नई दिल्ली / New Delhi


 Director,
 Khuda Bakhsh Oriental Public Library,
 Patna


 Khuda Bakhsh O.P. Library, Patna

KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY
(Ministry of Culture, Government of India)

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2019-20
WITH THE MINISTRY OF CULTURE

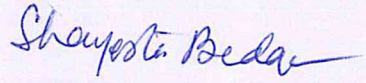
(Rupees in lakhs)

S. No.	Subject	Targets	
1.	Budgets and Accounts		
1.1.	Budgetary Outlay	Grants-in-aid General Grants for creation capital assets Grants-in-aid-salaries SAP General	160.00 45.00 377.25 1.00
		Total	583.25
1.2	Annual Report	Annual Report 2018-19 is to be submitted on time.	
1.3	CAG Audit	CAG audit for the year 2018-19 is ensured.	
1.4	Pending UCs	All pending UCs to be submitted on time.	
1.5	Disposal of CAG Paras	Disposal of CAG paras is ensured.	
2.	Human Resources		
2.1	Human Resource Policy	Human Resource Policy is to be framed.	
2.2	Vacancy position	Vacant posts will be filled-up during the year.	
2.3	DPC	DPC to be conducted on time.	
2.4	Training of staff	Training of staff is ensured whenever required.	
2.5	New Pension Scheme	NPS is already in operation. New recruits to be covered under the scheme.	
3.	Legal Matters		
3.1	Amendments to the MOA	Amendment to the MOA to be carried out with approval of competent authority.	
3.2	Bye Laws of the Organization	Bye laws of the organizations already framed.	
3.3	Online Court Cases Monitoring	Monitoring all court cases is ensure.	
4.	Parliament Matters		
4.1	Audited Accounts to be placed before Parliament	Audited Accounts will be placed before Parliament on time after receipt of CAG Audit Report.	
4.2	Fulfilment of pending parliamentary assurances	NA	
4.3	Implementation of recommendations/ suggestions of the Parliamentary Standing Committee	NA	
4.4	Legislative Matters	Nil	
5.	General		
5.1	Mandatory meetings of all committees/ Sub-committees conducted on time	Mandatory meetings of all Committees shall be conducted on time.	
5.2	Performance Audit of the organization by External Evaluator	Performance audit is included in CAG's audit.	
5.3	Mandatory Returns and Reports	Mandatory Returns and Reports are submitted on time.	

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5.4	Disposal of RTI applications	Disposal of RTI applications is ensured on time.
5.5	Disposal of Public Grievances	Disposal of Public grievances is ensured on time.
5.6	Website Up-gradation	Website to be upgraded and revamped time to time.
5.7	Swachh Bharat Campaign	Swachh Bharat Campaign will be carried out regularly. Instructions will be implemented.
5.8	Social Media	NA
5.9	RFD uploading	Uploading RFD online will be done after training of officials.


 ANURAG KUMAR
 On behalf of Joint Secretary
 Ministry of Culture
 New Delhi / Govt. of India
 नई दिल्ली / New Delhi


 Director
 Khuda Bakhsh Oriental Public Library,
 Patna

निदेशक/Director
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