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**MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND
CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES FOR YEAR 2024-2025**

This agreement is entered into on 04/03/2024 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 Sanjay Kumar 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.


संजय कुमार / SANJAY KUMAR
उप सचिव / Deputy Secretary
संस्कृति मंत्रालय / Ministry of Culture
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi


निदेशक / Director
के.हि.सं.शि.सं./CIHCS
दाहूंग / Dahung

- 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

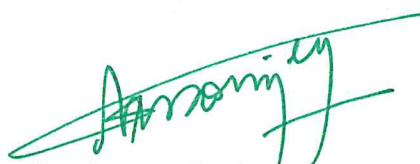
DELIVERABLES

The budgetary outlay set by MoC for the year 2024-2025 amounting to Rs. 1352.00 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	350.00	0.00	350.00
2	GIA- Salaries	350.00	0.00	350.00
3	GIA- Creation of Capital Assets	650.00	0.00	650.00
4	GIA- SAP	2.00	0.00	2.00
	Total	1352.00	0.00	1352.00

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 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 CIHCS, specifying the expected tangible results or outputs it is expected to produce a questionnaire to be filled by the institution.


(Sanjay Kumar)
 Deputy Secretary
 Ministry of Culture
 Govt. of India
 संजय कुमार / SANJAY KUMAR
 उप सचिव / Deputy Secretary
 संस्कृति मंत्रालय / Ministry of Culture
 भारत सरकार / Govt. of India
 नई दिल्ली / New Delhi


(Dr. Gurmet Dorje)
 Director
 CIHCS, Dahung
 निदेशक / Director
 के.हि.सं.शि.सं./CIHCS
 दाहुंग / Dahung

**MEMORANDUM OF UNDERSTANDING BETWEEN THE MINISTRY OF CULTURE AND
CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES FOR THE YEAR 2024-2025**

Activity-wise Expenditure:

Annexure- 1

(Rs. In Lakhs)

S.No	Item-wise Head	Opening Balance	Receipt	Expenditure	OE
I	Salary				
1	Pay	302.73	138.97	151.37	12.40
2	Dearness Allowance	11.70	5.85	5.85	Nil
3	House Rent Allowance	5.45	2.8	2.8	Nil
4	LTC/ HTC	5.00	2.5	2.5	Nil
5	CEA	10.18	5.09	5.09	Nil
6	Medical Reimbursement	2.00	1	1	Nil
7	NPS matching contribution by Institution	37.15	18.58	18.58	Nil
II	General				Nil
1	Emolument to Contractual staff	166.21	58.11	83.11	25.00
2	Wages to Outsourced staff	63.92	31.96	31.96	Nil
3	Student stipend	52.79	26.40	26.40	Nil
4	Seminar, Workshop, Lecture Series etc.	10.00	5.00	5.00	Nil
5	Travelling Expenditure	12.00	6.00	6.00	Nil
6	Annual Institute Week	5.00	2.50	2.50	Nil
7	Office charges	8.00	4.00	4.00	Nil
8	Subscription fee of internet lease line	12.00	6.00	6.00	Nil
9	Maintenance of Vehicle & Generator	4.00	2.00	2.00	Nil
10	Fuel for Vehicle & Generator	6.00	3.00	3.00	Nil
11	HE TGR Memorial Lecture Series	10.00	5.00	5.00	Nil
12	Office Stationeries	5.00	2.50	2.50	Nil
13	Guest Hospitality	3.00	1.50	1.50	Nil
14	Scholarship to meritorious students	3.00	1.50	1.50	Nil
15	Hiring charge of outsourced vehicle	7.20	3.60	3.60	Nil
16	Health Care and Waste Management	7.00	3.50	3.50	Nil
17	Society/ Board/ FC etc. Meetings	3.00	1.50	1.50	Nil
18	Annual University Exam	2.50	1.25	1.25	Nil
19	Educational Tour	3.00	1.50	1.50	Nil

20	Procurement of minor office items	4.00	2.00	2.00	Nil
21	Repair & Maint. of office equipment	1.50	0.75	0.75	Nil
22	Minor repair & Maint. of buildings	2.00	1.00	1.00	Nil
23	Audit fee & expenses	3.50	1.75	1.75	Nil
24	Advertisement and Publicity	2.50	1.25	1.25	Nil
25	Miscellaneous Contingencies	2.88	1.44	1.44	Nil
III	CCA				Nil
1	C/o 10 class room buildings @ 55 student seating capacity (G+3)	177.66	88.83	88.83	Nil
2	Erection of direction post/ pillar at NH-13 (2nd phase)	15.85	7.93	7.93	Nil
3	C/o First Floor on Dining-cum-Kitchen of Girls' hostel (2nd phase)	23.50	11.75	11.75	Nil
4	Upgradation of 10 nos. of classroom building of CIHCS	135.20	67.60	67.60	Nil
5	Additional works at 10 nos. of classroom building of CIHCS	64.41	32.21	32.21	Nil
6	Repair and maintenance of Double storey RCC building (04 blocks of 04 units)	37.40	18.70	18.70	Nil
7	Repair and maintenance of Bachelor Barrack (04 nos.)	12.16	6.08	6.08	Nil
8	Construction of toilet cum washroom for security guards at main gates of old and new campus of CIHCS	15.07	7.54	7.54	Nil
9	Relocation / shifting of 11KV poles at CIHCS	15.25	7.62	7.62	Nil
10	Purchase of Office Equipments (computer & peripherals, intercom machines, translation etc.)	40.00	20.00	20.00	Nil
11	Minor repair works	10.00	5.00	5.00	Nil
12	Purchase of Furniture, Fixture and Fittings, Teaching Aids, signboards etc. for office, hostels, classrooms, Library & Director's Residence	42.80	21.40	21.40	Nil
13	Setting up of Translation	10.00	5.00	5.00	Nil

**MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE DELHI AND
CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES FOR YEAR 2024-2025**

Annexure-2

Monthly & Quarterly Expenditure Plan:

Quarter	Month	Monthly Expenditure Plan (Rs. In Lakhs)	Quarterly Expenditure Plan (Rs. In Lakhs)
1 st	April 2024	112.66	337.99
	May 2024	112.66	
	June 2024	112.66	
2 nd	July 2024	112.66	337.99
	August 2024	112.66	
	September 2024	112.66	
3 rd	October 2024	112.66	337.99
	November 2024	112.66	
	December 2024	112.66	
4 th	January 2025	112.66	337.99
	February 2025	112.66	
	March 2025	112.66	
	Total	1352.00	1352.00

	&Documentation Wing				
14	Procurement of Textbooks/ Reference Books/ Teaching Aids etc. including Annual report, Annual Research Journal, Student Magazine	20.00	10.00	10.00	Nil
15	Procurement of Cultural dress/ Musical Instruments/ sports items/ house track suits etc.	20.70	10.35	10.35	Nil
16	Purchase of Utensils & Crockeries for Hostel Mess	10.00	5.00	5.00	Nil
IV	SAP				Nil
1	SAP (Swachhta Action Plan)	2.00	1.00	1.00	Nil
	Total	1426.21	675.81	713.10	Nil

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**MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND CENTRAL INSTITUTE OF HIMALAYAN CULTURE
STUDIES FOR YEAR 2024-2025**

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 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): - 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 - 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, 2024- Action Taken Report to be submitted monthly. (Fi: ancil 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	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 2024.	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 2024-2025? 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

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	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	Yes	-

	be prepared		
1.5	All DPCs to be conducted by AB withing 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	11	09	02	01	-	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	27
Contractual- Ministerial	Nil	14

Outsourced staff	Nil	21
Total	Nil	62

Note: the above engagements were made with due approval of the FC & the Board as there is no sanctioned posts as such.

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 /Sessions Court)	Pending since when	Respondent Name	Name of Lawyer	Current Status	Next date of hearing	Additional info, if any

NIL

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 MoCon 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: - 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 MIHA	Yes	
8.	Update of Social Media Handles on X/Facebook/Instagram/you-tube etc.	Yes	
9.	Implementation of the following e-services: • 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:

Month	Indian Nationals	Foreign	Students	Total
January	NIL			
February				
March				
April				
May				
June				
July				

August	
September	
October	
November	
December	
Total	

5.2 Details of Collection:

Type of Artefact/ Category	No. of Artefacts	Number on Display	Number Digitised	Number on Jatan	Number for which provenance maintained
Numismatics	NIL				
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	cihcsdahung	187	-
Facebook	Cihcs Dahung	1613	-
X	-	-	-
Youtube	CIHCS Media Cell	728	-
Own Website	www.cihcs.edu.in	-	-

6. Programming & Specifics

S. No	Parameter	Deliverable (Yes/No)	Remarks (if any)
	Collaboration with International organisations for Exhibitions	No	CIHCS being an Educational Institute, not in mandate
	Collaboration with Indian organisations for Exhibitions	No	
	Collaboration with International organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.	Yes	-
	Collaboration with Indian organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.	Yes	-
	Development of 3+ own Exhibitions	No	CIHCS being an Educational Institute, not in mandate
	Development of 3+ own Publications	No	
	Development of online shop for sale of merchandise, publications, etc.	No	

6.1 Details of Programmes/ events held:

Year 2024-2025			
Seminars/ Conferences	Name of Event	Date	Achievement
	National Seminar in Bhoti	21 st Oct to 23 rd Oct, 2024	Target Expenditure Rs. 9,00,148/-

	Language – Exploring Pramanavartika in the Nalanda Tradition.			
Workshops	Hindi Pakhwada & Hindi Workshop	14 th Sept to 30 th Sept, 2024	Rs. 44, 951/-	
Calendar events i.e Republic Day, Independence Day, World Environment Day, Foundation Day, etc.	• Republic Day • International Yoga Day • Independence Day • Foundation Day • Birth Anniversary of Mahatma Gandhi • Rashtriya Ekta Diwas	• 26th Jan • 21st June • 15th August • 19th August • 2nd October • 31st October	• Rs. 4, 110/- • Rs. 3, 850/- • Rs. 13, 230/- • Rs. 17, 825/- • Rs. 13, 775/- • Nil	
Other events i.e. mega events, commemoration events, etc	• 13th Tsona Gontse Rinpoche Inter-House Football Tournament	24 th Oct- 2 nd October, 2024	Rs. 80, 662/-	
Incoming Domestic Exhibitions	Nil	-	-	-
Incoming International Exhibitions	Nil	-	-	-
Outgoing Domestic Exhibitions	Nil	-	-	-
Outgoing International Exhibitions	Nil	-	-	-
Own Exhibitions	Nil	-	-	-
Launches & Publications	Nil	-	-	-

Outreach activities & Social media	Nil	-	-	-
Others (please specify)	In-House Training on Gem	25 th Nov-26 th Nov, 2024	Rs. 1,60,000/-	Would be beneficial for the employees/dealing assistant
Total*				

6.2 Were any events organised above 1 crore:NO

6.4 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

6.5 Does AB plan to develop any new galleries? If yes, provide a vision report of the gallery.

6.6 List the new technologies integrated by AB in 2024-2025?

**MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND CENTRAL INSTITUTE OF HIMALAYAN CULTURE
STUDIES FOR YEAR 2024-2025**

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 shall explore to maximise 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 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 it's 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.

MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES, DAHUNG FOR YEAR 2024-2025

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 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	
4	Submission of Utilization certificates (UC): - 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	
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	2	
6	Maintenance of data of grants, income-expenditure, investments, assets,	Yes	2	

	revenue-capital expenditure&employee strength in the prescribed format by the government of India when is it 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 2024.	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	All DPCs to be conducted by AB within the stipulated time- Action Taken Report to be prepared	Yes	2	
2	Disposal of pending vigilances cases- Action Taken Report to be prepared	Yes	2	
3	Submission of Staff Training Policy	Yes	3	

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 2024	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 reports to be placed before parliament on time and to be submitted to MoC by November, 2024	Yes	1	
2	Parliamentary Assurances, if any, should be fulfilled within the stipulated time. Action Taken Report to be prepared and submitted to MoCon 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	

	the stipulated time frame.		
	Total	5	

5. General

S. No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Mandatory Meetings of all Committees: - AB Society- July 2024 & February 2025 - Executive Board - Finance Committee- June 2024 & January 2025	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/returns 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: - 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	Yes	7	

	- 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 and 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	

