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**NATIONAL SCHOOL OF DRAMA**  
**NEW DELHI**

**MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2017-18**

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi and National School of Drama, Bahawalpur House, New Delhi for the Financial year 2017-18.

1. Whereas the mandate of the Ministry of Culture is to preserve and promote 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 National School of Drama has the mandate/objectives as prescribed under Clause 3 of its Memorandum of Association.
2. This agreement made this 11 day of ~~April~~ <sup>May</sup>, 2017 between the MoC, as the first party and the National School of Drama (NSD), New Delhi, an organization under the Ministry of Culture, hereinafter called the second party.

**Purpose of the MoU**

To achieve the organizational goals by optimum use of the funds available and for 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 2017-18 amounting to Rs. 8575.00 lakhs i.e. Rs. 2100.00 lakhs for Creation of Capital Assets, Rs. 1600.00 Lakhs under North East (Revenue), Rs. 494.00 lakhs under Tribal -Sub Plan (Revenue) and Rs. 275.00 lakhs under Revenue expenditure and Rs. 1666.00 lakh under Staff salaries & allowance etc. which is the tentative Budgetary outlay for National School of Drama for carrying out organizational work. While incurring the expenditure requisite approval of concerned FC/EB/GB/GC or MoC, as the case may be, will have to be obtained before executing the work.
- (ii) NSD shall submit the Annual Report and Audited Account for the year 2016-17 to the Ministry of Culture before the end of November, 2017.
- (iii) The CA Audit, if required to be done, for the year 2016-17 shall be completed by NSD by September, 2017.

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- (iv) Provisional utilization certificate shall be submitted to the Ministry by May 2017 and final utilization certificate by November 2017 for the Financial year 2016-17. Further, for the financial year 2017-18 monthly provision certificate has to be submitted before seeking the next month grants.
- (v) All pending CAG audit paras and internal audit paras shall be disposed off by December, 2017.
- (vi) Inputs for preparations of EFC/SFC in accordance with the extant guidelines/instructions of Ministry of Finance shall be submitted as per directives of MoC.
- (vii) Monthly report in respect of financial and physical achievement in prescribed format as placed at Annexure, shall be submitted to Ministry of Culture by 1<sup>st</sup> week of the month in which it becomes due. Any other periodic report asked by the Ministry shall also be submitted within the stipulated time.
- (viii) Governing Body of NSD 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.
- (ix) NSD shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government.
- (x) NSD shall designate an appropriate level officer to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure.
- (xi) Administrative Division in the Ministry may put up in place a system of external or internal peer review of the NSD every three year or five year depending on the size of NSD, in terms of GFR 229 (ix), and further release of grant to NSD shall depend on the outcome of such review.
- (xii) Performance parameters, output targets in term of details of program of work and qualitative improvement in output, along with commensurate input requirements should clearly be spelled out in the MoU. Further, the output targets, given in measurable units of performance should form the basis of budgetary support extended to the NSD. The roadmap for improved performance with clear milestones should form part of the MoU.
- (xiii) NSD shall account for revenue and capital expenditure separately. NSD shall maintain and present their annual accounts/final accounts in the standard prescribed format by the Government.

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- (xiv) While seeking grants from the Ministry, NSD 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.
  - (xv) All interests or other earnings against the GIA or advances (released to NSD) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
  - (xvi) NSD should take advantage 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 own their own or Govt. account.
  - (xvii) NSD shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and annual report.
  - (xviii) NSD 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 adjustments. These shall be treated as unutilized grant allowed to be carried forward.
  - (xix) The Administrative Division shall encourage NSD to maximize internal resources and eventually attain self-sufficiency. To achieve this, administrative division may assign the target of internal revenue generation at least 30% of the total budget of the NSD, and accordingly the physical and financial targets may be given to the NSD.
  - (xx) The actual expenditure by NSD on the activities shall be subject to the availability of funds. While incurring the expenditure, NSD shall adhere to the provisions of GFR besides other instructions of the Govt. issued from time to time.

## 2. Human Resource

- (i) NSD shall review frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority by December, 2017.
- (ii) The NSD will initiate necessary time bound action well in advance to fill up vacant posts following the prescribed rules.

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- (iii) All DPC's will be conducted by the NSD within the stipulated time frame following the prescribed rules.
- (iv) All pending vigilance cases shall be disposed off within the stipulated time following the prescribed rules by the NSD.
- (v) Training of the staff of the organization will be ensured as per the staff Training Policy. Training Policy for the staff will be worked out and submitted to the Ministry of Culture by the NSD. For this purpose, a training calendar be designed in the beginning of the year. The NSD will assess needs for skill development and create tailored training modules.
- (vi) Verification of appointments made during the last 5-10 years has to be carried out by the NSD. This process has to be completed by the NSD by November, 2017.

**Legal Matters**

- (i) Memorandum of Association (MoA) shall be amended on the line of HPC's recommendation agreed by the Ministry, with the approval of the Competent Authority. This process will be completed by October, 2017.
- (ii) Bye- Laws of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made by November, 2017 with the approval of the Competent Authority.
- (iii) Recruitment Rules in respect of all the posts will be framed/reviewed as per the laid down guidelines and prescribed procedures. The NSD will complete this process by December, 2017.
- (iv) NSD 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 2017. The information will be kept up to date.
- (v) The organization will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.
- (vi) The NSD will take action for implementing the recommendations of the High Powered Committee which has been accepted by the Ministry of Culture.

**4. Parliament Matters**

- (i) Audited Accounts and Annual Report will be placed before the Parliament on time. The report shall be sent by the NSD to MoC before end of November, 2017.

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- (ii) Fulfillment 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 (PSC) and such other Parliamentary Committees, if any, will be implemented from time to time with the approval of the appropriate authorities of the Akademi.

5. General

- (i) Mandatory meeting of the NSD Society, Academic Council and Finances Committee shall 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). Every two years a Performance Audit should be done by reputed institutions of the activities of the school. For maintaining quality in NSD's work, an appropriate peer review system may be put in place. NSD will need to display its capacity for self-introspection, it is to remain truly independent.

NSD shall take action for implementation of the actionable points conveyed to NSD by Ministry of Culture based on the recommendation of the Committee constituted for the performance audit for the year 2016, by October, 2017.

- (iii) NSD shall furnish /file mandatory returns/report on time. NSD shall also provide the report/returns as and when asked for by the Ministry.
- (iv) NSD shall ensure timely disposal of RTI application and appeal. NSD shall also furnish/upload certificate/report on RTI as per the extant guidelines.
- (v) For disposal of Public Grievances/complaints, NSD 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.
- (vi) The National School of Drama website shall be uploaded, reviewed and revamped from time to time as per the Government guidelines. MoA, Rules and Regulations, Service bye-laws and Recruitment Rules and amendments thereof of the Organization will also be uploaded on the website of the organization.
- (vii) NSD shall ensure the inputs for Cabinet Memos within the prescribed time frame.
- (viii) NSD shall ensure compliance with the Rajbhasha Policy as per directives received from MHA.

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- (ix) NSD shall implement New Pension Scheme (NPS) as per the norms of the NPS.
  - (x) Swachh Bharat Campaign/ Programmes as well as cleanliness drive shall be taken up by the NSD and instruction/direction given by the Ministry in this regard shall be followed.
  - (xi) The NSD shall do an inventory of cultural spaces under the charge of the organization and submit the same to this Ministry by June, 2017.
  - (xii) The NSD 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. NSD shall also upload its programmes on Mobile Apps. Followers of the NSD on the social sites have to be enhanced to double from the present number of followers expeditiously.
  - (xiii) NSD will implement the following e-services
    - (a) NSD will create online system for application and utilization certificates.
    - (b) The NSD shall create online system of Accounting by December, 2017.
    - (c) The organization will be active on the MyGov platform for inviting suggestions, ideas regarding its activities during the year.
  - (xiv) NSD will provide archival material on intangible culture to IGNCA.
  - (xv) NSD will provide promotional films to DD Bharti and also make an inventory of films.
  - (xvi) Vision and Mission document will be prepared by the Organization and uploaded on its website.
  - (xv) Governing Body of the organisation shall review user charges/sources of internal revenue generation at least once a year and inform the administrative Ministry. This exercise should preferably be completed before the formulation of Union Annual Budget.
  - (xvi) Organisation should designate an officer of appropriate level to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure. The Financial limits up to which such concurrence is mandatory may be drawn up by the organisation. The Chief Executive officer of the organisation will be responsible for overall financial management of the organisation.
  - (xvii) Public Financial Management System (PFMS) has to be put in use by the organisation

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- (a) Timely conduct of the monthly activities to achieve monthly targets as indicated at the Annexure for the year 2017-18 shall be ensured. The cost/expenditure shown in the Annexure of the MoU has been estimated on the basis of average expenditure incurred in the past years. Actual expenditure on each activity shall however be subject to the availability of funds in the allocated budget of the organization and compliance with the GFR provisions besides adherence to the economy measures as issued by Ministry of Finance from time to time. If physical targets are achieved in time, allocation of additional funds could be considered to conduct more activities. Any shortfall in target may attract withdrawal /reduction in the budgetary support.
- (b) Each activity with its physical and financial targets indicated in the Annexure of the draft MoU may be linked to the concerned object heads of the budgetary outlay for the year 2017-18 so that the physical and financial progress could be monitored with reference to the budgetary allocation under each object head.
- (c) The project for Re-development of National School of Drama(NSD) Campus has been approved by the competent authority in the Ministry of Culture at a total estimated cost of Rs. 180.00 crore. The project has to be completed in a phased manner for which year-wise capital expenditure has been approved. NSD will ensure completion of physical target vis-a vis financial expenditure for the financial year 2017-18.
- (d) Five regional Centres of National School of Drama (NSD) at Bengaluru, Calcutta, Maharashtra/Goa, J&K and the North East region were to be established. All the concerned state Governments have to be approached for allotment of land by NSD. NSD will expedite the matter. This is subject to sanction of additional funds for opening of five centres.
- (e) The Activity relating to Theatre Olympics (2018) with proposed financial outlay indicated at the Annexure is subject to approval of the Ministry of Culture.

11/05/2017  
Signature of behalf  
of Ministry of Culture  
(NT PAITE)  
Dy. Secy. (Akad.)

Signature on behalf  
of National School of Drama

(P. K. Mohanty)  
Registrar

## NATIONAL SCHOOL OF DRAMA DELHI

Statement of object head of the budgetary outlay for National School of Drama, New Delhi for year 2017-18

Activity No.	Name of the Activity	Object Head of Budget Outlay	BE-2017-18
1(2)	Theatre workshop and part time courses in various parts of the country and other training programmes for the faculty & staff on Direction /technical /play writing / play production/Admn. & management	Revenue	75.00
2	Organising of courses of training /workshops for children theatre in Delhi and Outside Delhi	Revenue	25.00
3(1)	Production & Collaborative Programme)	Revenue	80.00
3(2)	Interpretation Centre -MoC's Scheme Prasad & Hriday at Varanasi – NSD's Activities at the two centres in varanasi (Schools) Remuneration of Contractual staff and TA/DA of visiting experts for training production of plays.	Revenue	2.50
3(3)	Exhibitions Collaborative programmes	Revenue	10.00
3(4)	APB – Festival (Collaborative Programme)	Revenue	
3(5)	Production study training including Performance of students Production – 1 <sup>st</sup> year , 2 <sup>nd</sup> year and 3 <sup>rd</sup> year students (Collaborative Programmes)	Revenue	150.50
3(6)	Cultural Exchange Programme – Participation by Students and faculty with performances of students production, seminars , observation & learning prod. processes etc.	Revenue	80.00
3(7)	NSD's -Classical festival and Interpretation Centre at Varanasi – Training & performance/ production	Revenue	50.00
3(8)	APB- Festival at member theatre institute of Asia - preparatory work - Remuneration of Chief Co-ordinator of the festival	Revenue	
3(9)	APB - festival of member theatre institute of Asia - Preparatory work Remuneration of Asstt. Co-ordinator and Technical Co-ordinator	Revenue	
3(10)	NSD's Theatre workshops & Festivals in SAARC Countries (viz. Srilanka, Bhutan, Bangladesh and Nepal	Revenue	30.00



4(1)	Documentation & Archives – Digitization of documents , photographs , records etc.	Revenue	5.00
4(2)	Documentation and Archives – Editing of plays, documents etc.	Revenue	3.00
4(3)	Documentation & Archives – Video Recording of plays , events etc.	Revenue	10.00
5	Upkeep and maintenance of NSD- Auditoriums & Yoga Hall = (4 No.)	Revenue	75.00
6(1)	Promotion of Folk and Tribal Arts	Revenue	20.00
6(2)	Folk & Tribal Arts & Educational tour by NSD's regular students of 1 <sup>st</sup> , 2 <sup>nd</sup> year (2 No.)	Revenue	10.00
7(1)	NSD's Repertory Co's performances – Weekend theatre shows	Revenue	30.00
7(2)	NSD's Repertory Co. performances – Sponsored shows	Revenue	15.00
7(3)	NSD's Repertory Co. Performances – Tour Shows	Revenue	45.00
7(4)	NSD's Repertory Co. Production of New Plays (3 No.)	Revenue	45.00
7(5)	NSD's Repertory Co's – Summer Theatre Festival	Revenue	40.00
8(1)	NSD – TIE Co. Theatre workshop with the Toli artists for 5 days	Revenue	8.00
8(2)	NSD TIE Co. performances of plays in Delhi and Outside Delhi	Revenue	50.00
8(3)(9)	NSD's -Festival of Classical Plays in two cities	Revenue	90.00
8(4)	NSD'S TIE CO. SUMMER THEATRE WORKSHOP	Revenue	65.00
8(5)	NSD- TIE Co. production of plays (New)	Revenue	30.00
8(6)	NSD – TIE Co. Sunday Club I & II Activities with the Children (Batch of 150 Children)	Revenue	40.00
8(7)	NSD – TIE Co. – Sunday Club Festival of 6 plays and six shows	Revenue	10.00
8(8)	NSD's TIE Wing in Varanasi - Teaching & Training - Initial Expenditure on opening of centre for infrastructure	Revenue	
8(9)	NSD's TIE Wing Varanasi- Theatre Festival	Revenue	
9(1)	International Theatre Festival & Parallel Festival – BRM at Delhi & four other cities –Preparatory work (Invitation of entries)	Revenue	8.00
9(2)	International Theatre festival & Parallel Festival – BRM at Delhi & four other cities – Preparatory work (Selection of entries)	Revenue	30.00

9(3)	International Theatre festival and Parallel Festival – BRM IN Delhi & Four other cities – Preparatory for logistics – accommodation for Groups , Auditoriums , confirmed booking etc.	Revenue	125.00
9(4)	International Theatre festival and Parallel festival – BRM in Delhi & four other cities	Revenue	475.00
9(5)	Parallel BRM Festival at three venues in stages other than NE	Revenue	125.00
10(1)	International Children Theatre festival – Bal Sangam /Jashne Bachpan	Revenue	100.00
10(2)	International Children Theatre Festival – Jashnebachpan – Logistic arrangements	Revenue	25.00
11	Office Exp. contingency including Building (M) ( Improvement in available infrastructure facilities including upkeep of Bahawalpur House Campus of NSD)	Revenue	135.00
12(1)	NSD Centre at Mumbai (to start one year advance course in play writing /phased worksops on play writing.	Revenue	
12(2)	Seminar, workshops etc on play writing culmination by a festival show.	Revenue	
13	Lighting , Sound , Photography, Audio , Video equipment in studio, Rep. Co. Computer Labs (5 No Studio, Labs etc.)	Revenue	35.00
14	Research work & publications programmes of NSD (Appox. 3 publication per year and other reports , brouchers etc. )	Revenue	50.00
15	Scheme for Running a Bookshop in NSD- Campus	Revenue	15.00
16	Appreciation course and workshops	Revenue	16.00
17(1)	implementation of official language policy in NSD- Visit of the Rajbhasha committee and inspection of NSD Regional Centres	Revenue	
17(2)	Implementation of official language Policy in NSD- 4 No. workshops /Seminars /Inspection	Revenue	5.00
17(3)	Implementation of official language policy in NSD- Hindi Divas (Pakhwara)	Revenue	2.00
18	Scholarship /fellowship to students and fellows (Students & fellows )	Revenue	80.00
19	Students productions and productions with students directed by foreign directors	Revenue	30.00

20	Staff requirement on Contractual basis for introduction of new courses.	Revenue	
21	Curriculum Activities	Revenue	5.00
22	NSD – Bengaluru Centre, Bangalore	Revenue	120.00
23	Convocation /Awards/convention	Revenue	
24	Running and maintenance of students Hostel including monthly rent of the premises	Revenue	185.00
25	Library	Revenue	25.00
26	Festival, Seminar and Training in Indian Classical theatre of 3 months duration in four regions	Revenue	
27	Theatre olympics *(2018)- Research, Visits including foreign visits, Planning , Press Conferences , Site Selection, Token payment for blocking the dates for booking of performance	Revenue	
28	Legends E-Elkazi Chair - Fellowship scheme	Revenue	15.00
29	Artist in Residence Scheme	Revenue	15.00
30	Creation of Capital Assets – plan General (for performance of core activities under Plan – General) Light equipment/sound equipment/photography/video equipment/projectors, conference room A/v systems etc. and Redevelopment of NSD Campus	Plan-Creation of Capital Assets	2100.00
31(1)	NSD's NE Activities – Essential equipments for programmes /activities in NE including upgradation of training spaces , studios etc. for performance and training	Revenue- North East Activities	40.00
31(2)	NSD's NE Plan Activities – Theatre workshops in NE Regions	Revenue- North East Activities	75.00
31(3)	NSD's NE Plan Activities – Children Theatre workshops	Revenue- North East Activities	27.00
31(4)	NSD's North East Activities – National Theatre Festival at Manipur	Revenue- North East Activities	45.00
31(5)	NSD's NE Activities –North East theatre festival – Poorvottar at 8 venues (4 in NE & 4 out of NE)	Revenue- North East Activities	300.00
31(6)	NSD's NE Activities – Shows of NSD's TIE & Rep. Co. in NE Region	Revenue- North East Activities	70.00

31(7)	NSD's NE Activities – Salary of Contractual Staff other office & contingency expenses including running and maintenance, AMC etc.	Revenue- North East Activities	350.00
31(8)	NSD's NE Activities – NSD's STTC Centre Gangtok / Teaching and training one year regular courses in Dramatics arts	Revenue- North East Activities	185.00
31(8A)	NSD's Theatre workshops & Festivals in SAARC Countries (viz. Srilanka, Bhutan, Bangladesh and Nepal	Revenue- North East Activities	30.00
31(9)	NSD's NE Activities – NSD's TIE Wing Theatre Training Centre, Agartala (Tripura)	Revenue- North East Activities	135.00
31(10)	NSD's N.E. Activities-Participation of N.E. Groups in the International Children Theatre Festival- Jashnebachpan	Revenue- North East Activities	25.00
31(11)	NSD's NE- Activities - Participation of NE. Groups in the festival at Varanasi	Revenue- North East Activities	
31(12)	NSD's N.E. Activities-Participation of N.E. Groups in the Octave Festival.	Revenue- North East Activities	15.00
31(13)	NSD's NE- Activities - Participation of NE. Groups in the festivals & Seminars on Indian Classical Theatre	Revenue- North East Activities	29.00
31(14)	NSD's N.E. Activities- Website development including software maintenance for uploading information relating to NSD's NE Activities	Revenue- North East Activities	4.00
31(15)	NSD's N.E. Activities- Workshops on play write & staging of play	Revenue- North East Activities	25.00
31(16)	NSD's NE Activities – Parallel BRM Festival at one venue in NE	Revenue- North East Activities	45.00
31(17)	NSD's NE Activities – Participation by NE-Groups , students of NSD TIE centre in BRM at Delhi	Revenue- North East Activities	45.00
31(18)	NSD's NE Activities – National Theatre festival at three/four venues	Revenue- North East Activities	100.00
31(19)	NSD's NE Activities –Tour shows in NE	Revenue- North East Activities	55.00

32(1)(2)(	National Tribal Festival of Dance, Music, Folk & Theatre (under Tribal Sub - Plan)	Plan Tribal sub plan	
	National Tribal Festival of Dance, Music, Folk & Theatre (under Tribal Sub- Plan )-Organizing of Workshops, Seminars, Lectures, Craft Mela, Folk Drama etc.	Revenue	491.00
33	Staff Salaries & Allowances etc. – **Plan General	Revenue	1666.00
<b>TOTAL</b>			<b>8572.00</b>

**Note:**

**1. Proposal for Additional sanction**

**Theatre Olympics 2018 for the year 2017-18**

\* The proposal for sanction of fund for organizing theatre olympics 2018 is under consideration of MoC- details as under:

	Rs. in lakhs
Gross Estimated Budgeted cost =	5350
Less: Provision in BRM-18	
Under Item No. 9(1)(2)(3)(4)(5)      763.00	
Under NE- ¶ 31(18)(16)                      160.00	923
Net requirement	4427

2.\*\*Provision for staff salaries under Non-Plan in the Financial year 2016-17 was Rs. 1316.00 lakh and under Plan Rs. 350.00 . In the Financial year 2017-18 merged provision for Staff Salaries & allow. has been made under Revenue expenditure for Staff Salaries & allowance etc.

**3. Sanctioned RE-2016-17**

**(A) PLAN**

	Rs. in lakhs
Plan - General	2250
Plan - Creation of Capital Assets	2100
Plan - Salaries	350
Plan- NE	1800
Plan- TSP	700
	7200

**(B) Non- Plan**

Non- Plan - General	220
Non- Plan - Salaries	1316
<b>Total</b>	1536
Total (A+B)	8736