

DRAFT

MEMORANDUM OF UNDERSTANDING

BETWEEN

**MINISTRY OF CULTURE
(Govt. of India)**

AND

NATIONAL SCHOOL OF DRAMA

FOR THE YEAR 2018-19

NATIONAL SCHOOL OF DRAMA
NEW DELHI

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2018-19

Memorandum of Understanding between Ministry of Culture , Shastri Bhawan, New Delhi and National School of Drama, Bahawalpur House, New Delhi for the Financial year 2018-19.

1. Whereas the mandate of the Ministry of Culture is to preserve and promote all forms of art ad 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 _____ day of April, 2018 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 2018-19 amounting to Rs. 9005.97 lakhs i.e Rs. 2100.00 lakhs for Creation of Capital Assets , Rs. 1750.00 Lakhs under North East (Revenue), Rs. 600.00 lakhs under Tribal –Sub Plan (Revenue) and Rs. 2800.00 lakhs under Revenue expenditure and Rs. 1740.97.00 lakh under Staff salaries & allowance, Rs. 15.00 lakh under Swachhta Action plan (SAP) 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 2017-18 to the Ministry of Culture before the end of November, 2018.
- (iii) The CAG Audit , if required to be done, for the year 2017-18 shall be completed by NSD by September, 2018.
- (iv) Provisional utilization certificate shall be submitted to the Ministry by May 2018 and final utilization certificate by November 2018 for the Financial year 2017-18 . Further , for the financial year 2018-19 monthly provisional 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, 2018.
- (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 1st 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.

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, 2018.
- (ii) The NSD will initiate necessary time bound action well in advance to fill up and vacant posts following the prescribed rules.
- (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, 2018.

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, 2018.
- (ii) Bye- Laws of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made by November, 2018 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, 2018.
- (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 2018. The information will be kept upto 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, 2018.
- (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 2017, by October, 2018.

- (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.
- (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, 2018.
- (xii) The NSD shall be active on social media like You tube /facebook / twitter etc. After the programme is held , photographs and videos shall be uploaded immediately alongwith the information on the programme. NSD shall also uploaded 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, 2018.
 - (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.

6. Recommendation of IFD Division of MoC :

- i. Governing Body of the 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.
- ii. NSD shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Govt.
- iii. The NSD shall designate an appropriate level officer to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure.
- iv. Release of grant from the Ministry to NSD shall depend on the outcome of review after every year or five year depending on the size of the NSD, in terms of GFR 229 (ix)
- v. 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 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 the clear milestone should form part of the MoU.

- vi. 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 Govt.
- vii. While seeking grants from the Ministry, the NSD shall provide the information in the prescribed format by the IFD on quarterly basis indicating the month-wise proposed release amount during the quarter. Concurred amount will be released by this Ministry on the monthly basis.
- viii. All interests or other earnings against GIA or advance (released to NSD) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advance shall not be allowed to be adjusted against future release.
- ix. 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 on their own or Govt. account.
- x. NSD shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of Annual Accounts and Annual Report.
- xi. NSD shall submit UC in the prescribed format along with the reports regarding performance/targets achieved, outcome etc. in accordance with the 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 Grant and are pending adjustments. These shall be treated as initialized grant allowed to be carried forward.
- xii. The NSD should maximize internal resources and eventually attain self-sufficiency. To achieve this, NSD may ensure the target of internal revenue generation at least 30% of the total budget of the NSD, and accordingly the physical and financial target may be incorporated in the MoU by the NSD.
- xiii. The actual expenditure by NSD on the activities shall be subject to the availability of fund. While incurring the expenditure, NSD shall adhere to the GFRs provisions besides other instructions of the Govt. issued from time to time.
- xiv. The NSD may undertake a comprehensive review of the activities undertaken in MoU 2017-18 of the NSD and take out appropriate remedial measures, if called for in achieving the desired results. The outcome of such review should be taken into account while finalizing the MoU for 2018-19.
- xv. The NSD should prioritize the activities, to make it commensurate with the Budget allocation for the year 2018-19 for NSD.

7. Specific Issues :

- (a) Timely conduct of the monthly activities to achieve monthly targets as indicated at the Annexure for the year 2018-19 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 – I of the draft MoU may be linked to the concerned object heads of the budgetary outlay for the year 2018-19 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 2018-19.
- (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.

However, this proposal is subject to grant of Institute of National Importance status to NSD.

Signature of behalf
of Ministry of Culture

Signature on behalf
of National School of Drama

NATIONAL SCHOOL OF DRAMA
NEW DELHI

Statement of object headwise budgetary outlay of National School of Drama, New Delhi
for the Financial year 2018-19

Activity No.	Name of the Activity	Object Head wise Budget Outlay	Sanctioned BE-2018-19 (Rs. in lakhs)
1.	Teaching & Training Programme (3 year PG Course in Dramatics)	GIA – General	
I	<u>Scene Work</u>		
(i)	1 st Year Student Scene Work		
(ii)	2 nd Year Student Scene Work (Including parcee)		
(iii)	3 rd Year Student Scene Work		26.00
II	<u>3rd Year Diploma Production</u>		
	3 rd year Diploma Production (Rs. 60000 x 8)	4.80	4.80
III	<u>Students Production</u>		
	3 rd year Students Production		
	- Western Realism (Rs. 12.00 lakhs x 2)	24.00	
	- Contemporary (Rs. 12.00 lakhs x 2)	24.00	
	- Devised International Director (Rs. 12.00 lakhs x 2)	24.00	72.00
IV	<u>Production Tour with 2nd year Students</u>		
	- Traditional Production Tour	40.00	
	- Shakespere play production (Rs. 9.50 lakhs x 2)	19.00	
	- Farcee (Rs. 9.50 lakhs x2)	19.00	78.00

Activity No.	Name of the Activity	Object Head wise Budget Outlay	Sanctioned BE- 2018-19 (Rs. in lakhs)
V	Student Production with 1st year students - Indian Realism (Rs. 12.00 lakhs x 2)	24.00	24.00
VI	New Admission for the Academic Year 2018-19 - Administration – Audition at 12 venues /Selection process expenses - Press advertisement for inviting applications for admission to 3 year PG Course (NSD)	50.00 20.00	70.00
VII	Orientation Courses and Workshops for 1st year students	5.00	5.00
VIII	Classroom Teaching - Visiting Faculty	90.00	90.00
IX	Media Training 26 Students, Camara location Travel etc.		
X	Students Hostel Rent	185.00	185.00
XI	Scholarship to Students & Fellows including Production Grant	119.00	119.00
XII	Educational Tour by NSD's regular Students of 1st year , 2nd year and 3rd year	15.00	15.00
XIII	Annual Sports Meet	5.00	5.00
XIV	Production Study & Training Expenses	10.00	10.00
	SUB – TOTAL		703.80
2.	Theatre workshop and Short term workshops (3 months duration) in various parts of the country and other training programmes on Direction /Play production technical aspects /play writing etc.	55.00	75.00
(ii)	Appreciation course & workshops	20.00	

Activity No.	Name of the Activity	Object Head wise Budget Outlay	Sanctioned BE-2018-19 (Rs. in lakhs)
3.	Children Theatre Workshops In Delhi & Outside Delhi		25.00
4.	Collaborative and sponsored productions and performances including display/exhibitions etc.		35.00
5.	NSD's Classical Theatre Training Centre, Varanasi		
(i)	Interpretation Centre- Training and performance in schools	2.50	
(ii)	Teaching & Training , Production & Performance of plays & festival	80.00	82.50
6.	NSD's Theatre Workshops & Festivals SAAR Countries (viz. Srilanka, Bhutan, Bangladesh, Nepal & Maldiv)		150.00
7.	Documentation, Archieves – Digitization of Documents , Photograph, Audio video recordings of plays etc.		15.00
8.	Upkeep and Maintenance of NSD-Auditoriums and Yoga hall (4 Nos.)		126.00
9.	<u>NSD's Repertory Co.</u>		
(i)	Weekend Theatre Shows	30.00	
(ii)	Sponsored Shows	20.00	
(iii)	Tour shows of Rep. Co.	50.00	
(iv)	Production of New Plays (2 No.)	40.00	
(v)	Summer Theatre Festival	45.00	185.00
10	<u>NSD's TIE Co.</u>		
(i)	Theatre workshop with toli artists	8.00	
(ii)	Performance of plays in Delhi & Outside Delhi	50.00	
(iii)	NSD's TIE Co. Summer Theatre Workshop in Delhi & in two other States	105.00	
(iv)	Production of New plays (2 No.)	25.00	
(v)	NSD's TIE Co. Sunday Club I&II Activities with the Children (Batch of 150 Children) culminating with a festival of 6 plays and six shows.)	60.00	248.00

Activity No.	Name of the Activity	Object Head wise Budget Outlay	Sanctioned BE- 2018-19 (Rs. in lakhs)
11.	Festivals		
I	Bharat Rang Mahotsav		
(i)	International Theatre Festival – Bharat Rang Mahotsav in Delhi & Four other cities	550.00	
(ii)	Parallel BRM Festival at 4 outside Delhi venues.	125.00	
(iii)	International Children Theatre Festival – Jashne Bachpan/Bal Sangam	125.00	
(iv)	NSD's Festival of Classical Plays in two cities	90.00	890.00
12.	Cultural Exchange Programme Participation by Students and faculty with performance of Students production, Seminars, Observation & learning Production processes etc.	GIA – Revenue	55.00
13.	Office Expenses & Contingency including Campus Building Maintenance Improvement in available infrastructure , upkeep, AMC's etc., Meeting Expenses, Audit fee etc.	"	213.00
14.	NSD's Centre at Mumbai (to start one year advance course in playwriting /phased workshop on playwriting)	"	2.00
15.	Light, Sound, Photography, Audio Video equipment , AMC/Maintenance in studios, Rep. Co. , Computers Labs.	"	30.00
16.	Implementation of official Language Policy in NSD- Visit of Rajbhasha Committees Inspection of NSD Regional Offices, workshops, Hindi Diwas (Pakhwara)	"	10.00

Activity No.	Name of the Activity	Object Head wise Budget Outlay	Sanctioned BE-2018-19 (Rs. in lakhs)
17.	NSD's Bengalure Training Centre, Bangalore (Running a year regular full time residential course on theatre craft.)	"	130.00
18.	Library	"	5.00
19.	Theatre Olympics -2018 (from 18th Feb., 2018 to 8th April, 2018) - Payment for the period from 17 th Feb. to 8 th April, 2018 from carried over funds from 2017-18 for the Theatre Olympics – 2018		
20.	Legends –E-Elkazi chair fellowship scheme	"	5.00
21.	Artist in Residence Scheme	"	5.00
22.	NSD's Annual Contribution to NSD Staff Welfare Fund	"	5.00
23.	Maintenance & Contingent Expenses on Students Mess & staff Canteen		10.00
24.	Expenses on staff Welfare Activities		7.00
24 (A)	Reaserch work and Publication programme of NSD & running of a Book Shop in NSD Campus.		45.00
	Total – General Revenue		3057.30
25.	Creation of Capital Assets (GIA-CCA)	GIA-CCA	
I	Procurement of sound , Light, Auditorium Archieve equipment, Computers etc.		100.00
II	Procurement of Office equipment , furniture & fixtures etc.		50.00
III	Redevelopment of NSD campus (Release of CPWD for works)		1850.00
IV	Infrastrutture Improvement in H.O. Regional Centre of NSD		100.00
	TOTAL – Creation of Capital Assets		2100.00

Activity No.	Name of the Activity	Object Head wise Budget Outlay	Sanctioned BE- 2018-19 (Rs. in lakhs)
26.	NSD's North East Activities		
(i)	Essential Equipments for upgrading of theatre performance & training facilities in NE Region	GIA – Revenue NE	10.00
(ii)	Theatre workshops in NE Region	"	65.00
(iii)	Children Theatre workshop in NE (TIE Co.NSD)	"	65.00
(iv)	Rashtriya Poorvottar Theatre Festival of NE. 10 plays of NE in NE in 2 venues & 10 plays out of NE in NE in 2 venues.	"	275.00
(v)	Shows of NSD's TIE Co. and NSD Rep. Co. in NE Region	"	70.00
(vi)	Salary of Contractual Staff, Office contingent & Other expenses including maintenance, AMC's etc.	"	345.00
(vii)	NSD's Sikkim Theatre Training Centre , Gangtok- Teaching & Training one year regular course in Dramatics Arts.	"	245.00
(viii)	NSD's TIE Wing Theatre Training Centre, Agartala (Tripura) - Teaching & Training one year residential Training programme.	"	205.00
(ix)	Children Theatre Festival – in NE - Children theatre festival in NE	"	30.00
(x)	Collaborative Theatre Festival Participation of NE Groups in the Collaborative Theatre Festival in NE/Activities /Seminars etc.	"	25.00
(xi)	NSD's poorvottar Natya Samaroh (11th Edition PNS) with 10 plays from NE Region performing in NE.	"	125.00

Activity No.	Name of the Activity	Object Head wise Budget Outlay	Sanctioned BE- 2018-19 (Rs. in lakhs)
(xii)	Website Development for NE Activities Website Development including software maintenance for uploading information relating to NSD's NE Activities	"	5.00
(xiii)	Workshop on play write & staging of plays /Technical workshop	"	25.00
(xiv)	Parallel BRM Festival at one venue in North East	"	55.00
(xv)	Participation of NE Groups, Student of NSD's TIE Centre in Gangtok/Agartala in NSD's main BRM Festival at Delhi	"	65.00
(xvi)	NSD's National Theatre festival performed in NE Region (one state) 5 plays (plays from across the country including NE)	"	75.00
(xvii)	Tour shows of plays in NE by various Theatre Groups from Outside NE	"	65.00
	TOTAL – North East Activities of NSD		1750.00
27.	Tribal Sub – Plan Activities of NSD National Tribal Festival of Dance, Music, Folk & Theatre at 5-6 venues, organizing of workshops, Seminars, Lectures, Craft Mela , folk Drama etc. alongside the festival	GIA – TSP	600.00
	TOTAL – Tribal Sub – Plan		600.00
28.	Staff Salaries & Allowances etc.	GIA- Staff Salaries	1740.97
29.	Swachhta Action Plan NSD's Swachhta Action Plan expenditure	GIA – SAP	15.00
	GRAND TOTAL		9263.27

Sanctioned BE -2018-19 = 9005.97

Note : The Sanctioned Budget Estimate under GIA- General Revenue is Rs. 2800.00 lakhs while the estimated expenditure works out to Rs. 3057.30 lakhs . The additional requirement of funds are amounting to appox. Rs. 257.30 lakhs will be made in the Supplementary Demands for Grants 2018-19 after due review of expenditure position.