

NSD/2025/ARTICLE/SZOS 2.

MEMORANDUM OF UNDERSTANDING

BETWEEN

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

AND

NATIONAL SCHOOL OF DRAMA

FOR THE YEAR 2024-25

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MEMORANDUM OF UNDERSTANDING
FOR THE FINANCIAL YEAR 2024-25

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi and National School of Drama, Bahawalpur House, New Delhi for the Financial year 2024-25.

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 16th day of Nov 2024 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) Proposed Budgetary Outlay for the year amounting to Rs. 5405.00 lakhs i.e. Rs. 400.00 lakhs for Creation of Capital Asset. Rs.3000.00 lakhs under Revenue General expenditure and Rs. 2000.00 lakh under Staff salaries & allowance, Rs. 5.00 lakh under Swachhata Action plan (SAP) etc. which is the proposed 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) The CAG Certification Audit, if required to be done, for the year 2023-24 shall be completed by NSD in a time bound manner.

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(iii) Final utilization certificate will be submitted by NSD for the year 2023-24 by November, 2024.

(iv) All pending CAG audit paras and internal audit paras shall be disposed of in a time bound manner.

(v) 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.

(vi) 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.

(vii) NSD shall ensure earmarking a portion of budget allotted for the programs/projects so requisitioned by MoC and Govt. of India to the extent possible.

2. Human Resources

(i) NSD shall review/frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority in a time bound manner.

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

(iii) All DPCs will be conducted by the NSD within the stipulated time frame following the prescribed rules.

(iv) All pending vigilance cases shall be disposed of within the stipulated time following the prescribed rules by the NSD.

(v) Training of all the staff including faculty of the organization will be ensured as per the all-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.

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3. Legal Matters

(i) Memorandum of Association (MoA) shall be amended on the line of recommendation of Ministry of culture, with the approval of the Competent Authority.

(ii) Bye- Laws of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made by NSD 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 in a time bound manner.

(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). 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. NSD will submit the Annual Report and Audited Account for the year 2023-24 to the Ministry of Culture by November 2024. This will be laid in the Parliament in the December 2024 session.

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

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(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.

(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.

(xii) The NSD shall be active on social media like You tube /Facebook/ Twitter etc. After the program is held, photographs and videos shall be uploaded immediately along with the information on the program. NSD shall also upload its programs 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 organization will be active on the My Gov platform for inviting suggestions, ideas regarding its activities during the year.

(xiv) Vision and Mission document will be prepared by the Organization and uploaded on its website.

6. Specific Issues:

(a) Timely conduct of the monthly activities to achieve monthly targets as indicated at the Annexure for the year 2024-25 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 2024-25 so that the physical and financial progress could be monitored with reference to the budgetary allocation under each object head.

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(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. The revised cost estimated of Rs. 310.00 crore for the NSD's Re-Development project with revised drawing & covering area etc prepared by CPWD has been submitted to MoC for approval and approval from MoC is awaited.

7. Specific deliverable for achieving MoC goals

At present all Akademies of Ministry are working in silos. NSD should remain in constant touch with other akademies so as to utilize the maximum benefit of their collective resources. Their interaction should be IT based so that real time basis information can be exchanged.

Akademies should take note of the fact that same few select art forms should not be given budgetary support to the detriment of other art forms. Similarly, regional coverage must be broad based. Akademies should conduct programs all over India unless it is not state centered.

(i) NSD distribute grants and also, they are the repositories of extensive research work done by scholars. Since Govt. funding is involved, public should get maximum exposure of the work done by the Akademies.

(ii) Management of space: NSD have extensive space in the form of auditoriums, open grounds, seminar halls etc. Optimum use of facilities should be endeavored so that common people/artists may have the access. Space which is unused by the NSD should be used for public facility areas like cafe, toilets, cloak rooms etc. Public space should be towards front of buildings and office areas towards the back.

(iii) Value Addition to the NSD: NSD should be at the fulcrum of our cultural activities. All programs should be given the maximum publicity so that extensive foot fall can be garnered. They may think to install interactive kiosks for young generation. Their website should have a virtual facility for promotion of Akademies origin, role and growth of their activities. Their websites, apps and other kiosks should be monitored and measured by the site visits of netizens.

(iv) Outreach activities: NSD should give focus on membership and should design different types of activities to cater different type of people. They may

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work out a plan to bring under privileged children to the NSD for exposure to their plays, cultural programs and other activities. Along with annual calendar which is submitted towards beginning of the year, quarterly calendar must be reviewed and shall well in advance with the Ministry so as to ensure maximum publicity.

NSD conducts plays and cultural activities on regular basis. They may think of a collaboration with Tata Sky, Airtel and other satellite channels and content providers so that their programs can be constantly viewed on a dedicated channel.

(v) Marketing: All relevant public and private space should be used for marketing events. Approach new generation outfits like Spic Macay to popularize the ethos of our culture which are propagated by akademies.

(vi) Capacity Building: Encourage courses and exchange of best practices followed in other parts of the world. Engage specialized professionals for capacity building. Informal social media group or face book pages where informal interaction about programs may also be thought of.



**Signature on behalf of
Ministry of Culture**

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