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Kalakshetra Foundation

**MEMORANDUM OF UNDERSTANDING
(MOU)**

FOR THE YEAR 2024-25

MEMORANDUM OF UNDERSTANDING (MOU) for the year 2024-25

1. Purpose of the MoU

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

ii. The agreement made this 29th day of January 2025 between the Ministry of Culture, as the first party and Kalakshetra Foundation, Chennai an organization under the Ministry of Culture, hereinafter called the second party.

2. Budget/Accounts

- i. Budgetary outlay for the year 2024-25 under Revenue head amounting to Rs. 2652 lakhs i.e. **Grant-in-aid General Rs.1200 lakhs, Creation of Capital Assets of Rs. 450 lakhs, Grant in Aid Salaries of Rs. 1000 and SAP General of Rs. 2 lakhs** have been allotted to Kalakshetra Foundation, Chennai for carrying out organizational work. While incurring the expenditure, requisite approval of concerned FC/GB or MoC as the case may be, obtained before executing the work.
- ii. Kalakshetra Foundation will be submitting the Annual Report and Audited Account for the year 2023-24 to the Ministry of Culture by December 2024.
- iii. The CAG audit for the year 2023-24 shall be completed by the Kalakshetra Foundation in a time bound manner.
- iv. Provisional Utilization Certificate for the grants received for the year 2023-24 has been rendered by Kalakshetra Foundation. Final utilization certificate will be submitted by Kalakshetra Foundation shortly as CAG audit for 2023-24 has been recently concluded
- v. All pending CAG audit paras and internal audit paras shall be disposed off in a time bound manner.
- 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. Governing Board of KF 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.
- viii. KF shall maintain database relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government.
- ix. KF shall designate an appropriate level officer to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure.
- x. Administrative Division in the Ministry may put up in place a system of external or internal peer review of the KF every three years or five years depending on the size of KF, in terms of GFR 229 (ix), and further release of grant to KF shall depend on the outcome of such review.


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- xi. KF will devise Performance parameters, output targets in term of details of program of work and qualitative improvement in output, along with commensurate input, on the basis of budgetary support extended to the KF.
- xii. KF shall account for revenue and capital expenditure separately. KF shall maintain and present their annual accounts/final accounts in the standard prescribed format by the Government.
- xiii. While seeking grants from the Ministry, KF 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.
- xiv. All interests or other earnings against the GIA or advances (released to KF) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- xv. KF 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.
- xvi. KF shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and annual report.
- xvii. KF 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.
- xviii. The Administrative Division shall encourage KF 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 KF, and accordingly the physical and financial targets may be given to the KF.
- xix. The actual expenditure by KF on the activities shall be subject to the availability of funds. While incurring the expenditure, KF shall adhere to the provisions of GFR besides other instructions of the Govt. issued from time to time.
- xx. The requisite data in respect of Abs may be updated through the portal of Ministry of Finance at the earliest.
- xxi. KF shall ensure earmarking a portion of budget allotted for the programs/projects so requisitioned by MoC and Govt of India to the extent possible.


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3. Human Resource

- i. Kalakshetra Foundation 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 Kalakshetra Foundation will initiate necessary time bound action well in advance to fill-up the vacant posts following the prescribed rules.
- iii. All DPC's will be conducted by the Kalakshetra Foundation 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 Kalakshetra Foundation
- 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 Kalakshetra Foundation. For this purpose, a training calendar be designed in the beginning of the year. Kalakshetra Foundation 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 Kalakshetra Foundation. This process has to be completed by KF by December 2024.

4. Legal Matters

- i. Regulations of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made in a time bound manner with the approval of the Competent Authority.
- ii. Recruitment Rules in respect of all the posts will be framed/ reviewed as per the laid down guidelines and prescribed procedures. Kalakshetra Foundation will complete this process in a time bound manner.
- iii. Kalakshetra Foundation 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) in a time bound manner. The information will be kept up to date.
- iv. The Organization will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year
- v. Kalakshetra Foundation will take action for implementing the recommendations of the High-Powered Committee which has been accepted by the Ministry of Culture.


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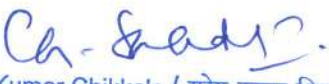

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5. Parliament Matters

- i. Audited Accounts and Annual Report of KF will be placed before the Parliament by the Administrative Division within the stipulated time.
- ii. Fulfilment of all pending Parliamentary Assurances will be ensured within the stipulated time frame.
- iii. Legislative matters, if any, will be taken up for approval of Parliament Within the stipulated time frame.
- iv. Recommendations/ suggestions of the Parliamentary Standing Committee (PSC) and such other Parliamentary Committees, if any, will be implemented from time to time with the approval of the appropriate authorities of the KF.

6. (a) General issues

- i. Mandatory meeting of the Kalakshetra Foundation's Governing. Board Academic Committee and Finance 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 Kalakshetra Foundation. For maintaining quality in academic work, an appropriate peer review system may be put in place. Kalakshetra Foundation will need to display its capacity for self - introspection, if it is to remain truly independent.
- iii. Kalakshetra Foundation shall furnish/ file mandatory returns/ report on time. Kalakshetra Foundation shall also provide the report/returns as and when asked by the Ministry.
- iv. Kalakshetra Foundation shall ensure timely disposal of RTI application and appeal. Kalakshetra Foundation shall also furnish/upload certificate/report on RTI portal as per the extant guidelines.
- v. For disposal of Public Grievances/complaints, Kalakshetra Foundation 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. Kalakshetra Foundation website shall be updated, 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 be uploaded on the website of the Organization
- vii. Kalakshetra Foundation shall ensure the inputs for Cabinet Memos within the prescribed time frame
- viii. Kalakshetra Foundation shall ensure compliance with the Rajbhasha Policy as per directives received from MHA


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- ix. Kalakshetra Foundation has implemented New Pension Scheme (NPS) as per the norms of the NPS
- x. Swatch Bharat Campaign/ Programmes as well as cleanliness drive shall be taken up by the KF and instruction/directions given by the Ministry in this regard shall be followed
- xi. Kalakshetra Foundation shall do an inventory of cultural spaces under the charge of the organization and submit the same to this Ministry in a time bound manner.
- xii. Kalakshetra Foundation shall be active on social media like You tube/ Facebook/ twitter etc. After the programme is held, photographs and videos shall be uploaded immediately along with the information on the programme. Kalakshetra Foundation shall also upload its programmes on Mobile Apps. Followers of the Kalakshetra Foundation on the social sites have to be enhanced to double from the present number of followers by December 2024.
- xiii. Kalakshetra Foundation will implement the following e-services:
- a. Kalakshetra Foundation will create online system for application and utilization certificates.
 - b. Kalakshetra Foundation shall create and maintain online system of Accounting.
 - c. Kalakshetra Foundation will prepare and upload its publications online which would cover both free and paid access to these e-books.
 - d. The organization will be active on the MyGov platform for inviting suggestions, ideas regarding its activities during the year.
 - e. Kalakshetra Foundation will provide archival material on intangible culture to IGNCA.
 - f. Kalakshetra Foundation will provide promotional films to DD Bharti and also make an inventory of films.
 - g. Vision and Mission document will be prepared by the Organization and uploaded on its website.
 - h. Kalakshetra Foundation will emphasis on cultural research and education activities and will continue to undertake literary activities in collaboration with the Government funded education institutions
- xiv. Governing Board of the organization 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.
- xv. Organization 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 organization. The Chief Executive officer of the


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organization will be responsible for overall financial management of the organization.

6. (b) Specific Deliverables

- i. KF 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.
- ii. Kalakshetra Foundation 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.
- iii. **Arts forms:** Kalakshetra Foundation is the repository of research work done by scholars. Since Govt. funding is involved public should get maximum exposure of the work done by the Kalakshetra Foundation.
- iv. **Management of space:** Kalakshetra Foundation has extensive space in the form of auditoriums, open grounds, seminar halls etc. Optimum use of facilities should be endeavoured so that common people/artists may have the access.
- v. **Value Addition to the Kalakshetra Foundation:** Kalakshetra Foundation should be at the fulcrum of local cultural activities. All programmes should be given the maximum publicity so that extensive foot fall can be garnered. It may think to install interactive kiosks for young generation. Its website should have a virtual facility for promotion of Akademies origin, role and growth of their activities. KF website, apps and other kiosks should be monitored and measured by the site visits of netizens.
- vi. **Outreach activities:** Kalakshetra Foundation should give focus on membership and should design different types of activities to cater different type of people. They may work out a plan to bring under privileged children to the Kalakshetra Foundation for exposure to their plays, cultural programmes 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 to ensure maximum publicity.
- vii. **Kalakshetra Foundation** is the repository of vast cultural activities. KF should strive to obtain GI & trade marks for CERC products and market those products as well as the performance spaces so has to generate internal revenue.
- viii. **Marketing:** All relevant public and private space should be used for marketing events. KF may also design and plan events/programs to increase tourist footfall thereby making the cultural milieu of KF popularize in the global cultural network.
- ix. **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 programmes may also be thought of.



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7. Explanation on activities (Previous FY 2023-24)

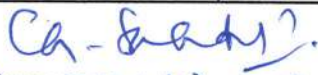
(Rs. In Lakhs)

Activity	Expenditure	Actual Budget support received	Explanation of changes from the proposed plan
Grant in Aid General	1518.28	1000.00	Excess expenditure has been met from the internal resources generated during the year
Grant in Aid CCA	530.09	450.00	Do
Grant in Aid Salaries	994.10	1210.00	Unutilized balance were taken as C.L and adjusted in the current year
SAP-General	5.86	2.00	

8. Activities to be undertaken in the current FY

(Rs. In Lakhs)

S.No	Event/Activities name	Tentative Cost	Tentative Date	Tentative Place
1	Art Festival	100.00	December	KF
2	Rukmini Devi Birthday Celebrations	45.00	February	KF
3	Trinity Festival	4.00	January	KF
4	Kathakali Festival	15.00	September	KF
5	Sunaadam Music Festival & Others	6.00	August	KF
6	Yuva Nritya Festival	5.00	October	KF
7	Monthly concerts	5.00	Monthly	KF
8	Performances outside KF premises	5.00	Monthly	KF
9	Carnatic Music Choir	8.00	November	KF


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10	Thigaraja Aradhana/Karthigai Somavaram	2.00	November	KF
11	Provision for MoC programme	100.00	As per MoC's Direction	PAN India
	RDCFA			
12	Workshops / Lec dem /Yoga/Fitness for Dance, Music & Visual Arts Students	5.00	Monthly	KF
13	Hiring of Contract Faculty – RDCFA College	52.19	Monthly	KF
14	Hiring of Part-time teachers on Contract basis under Pradama Course	1.00	Monthly	KF
15	Hiring of Artists for KF performances	11.36	Monthly	KF
16	Students Field Trip Expenses	3.58	Monthly	KF
17	Scholarship to students from North East	4.00	Monthly	KF
18	Theatre Equipment	5.00	Monthly	KF
19	Special Note Books	5.00	Monthly	KF
20	Annual day, Convocation day, Sports day etc	10.00	Monthly	KF
	LIBRARY	-		KF
21	Books, Periodicals Subscription Expenses	1.00	Monthly	KF
22	NEW BOOKS	5.00	Monthly	KF
23	Digitalization Expenses	3.00	Monthly	KF
24	Research Library	1.00	Monthly	KF
25	Library Equipment	3.00	Monthly	KF
26	Tagore National Cultural Fellowship and Scholarship	10.00	Monthly	KF
27	Hostel expenses	20.00	Monthly	KF
	Estate Maintenance			
28	Hiring of Security Staff	163.99	Monthly	KF
29	Hiring of support staff through outsourcing	15.80	Monthly	KF
30	Wages	93.23	Monthly	KF


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31	Electricity Charges	34.69	Monthly	KF
32	Repair and Maintenance expenses	96.37	Monthly	KF
33	Printing and Stationary	7.42	Monthly	KF
34	Duties and Taxes	3.00	Monthly	KF
35	Housekeeping, Drinking water, Other Misc Exp	15.59	Monthly	KF
36	Animal Welfare Expenses	2.00	Monthly	KF
	General ADMINISTRATION			
37	Hiring of Consultants	95.02	Monthly	KF
38	Hiring of Teachers on Contract basis for BASS school	48.57	Monthly	KF
39	Hiring of Teachers on Contract basis for BTHS school	11.58	Monthly	KF
40	Professional Charges	50.89	Monthly	KF
41	Advertisement & Publicity Expenses	30.00	Monthly	KF
42	Legal expenses	30.00	Monthly	KF
43	Training and Development of Staff	0.57	Monthly	KF
44	Bank Charges, Bill Desk Comm etc	1.00	Monthly	KF
45	Auditor Remuneration	0.50	Monthly	KF
46	Travelling Expenses	31.35	Monthly	
47	Postage and Telegram	3.22	Monthly	KF
48	Meeting Expenses	10.00	Monthly	KF
49	Expenditure of Annual Report	1.50	Monthly	KF
	CERC			KF
50	Production cost of weaving & Textile material under CERC unit	17.58	Monthly	KF
51	Indigo Project Expenses	1.00	Monthly	KF
	GIA General (A)	1200.00		
52	Salary & Other Allowances to regular employees	1,000.00	Monthly	KF
	GIA Salaries (B)	1,000.00		


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66	Office Equipment (computers, Furniture, computers etc)	99.99	Quarterly	KF
	GIA CCA (C)	450.00		
67	Swachha Bharat Action Plan	2.00	Monthly	KF
	GIA SAP (D)	2.00		
	Grand Total (A+B+C+D)	2652.00		

9. Quarterly review of deliverables and expenditure.

(Rs in lakhs)

S. No.	Activity Proposed	B.E 2024-25	Conducted Event/Period	Expenditure as on the end of Quarter ending Sep 2024	Budget Left
1	Festivals	295.00	3 Festivals	15.36	279.64 Most of the festivals are in the 3 rd and 4 th Qr
2	Rukmini Devi Collage of Fine Arts	117.13	6	28.02	89.11
3	Library	23.00	6	9.03	13.97
4	Estate Management	432.09	6	205.63	226.46
5	General Administration	314.20	6	336.87	Being met out of internal resources
6	CERC	18.58	6	6.74	11.84
	Total	1200.00		601.65	
7	Salaries and Allowances to Regular Staff	1000.00	6	485.54	514.46
8	Capital Expenditure	450.00	6	8.56	441.44

Ch. Suresh

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9	Swachha Bharat Action Plan	2.00	6	2.64	Being met out of internal resources
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Signature

Director (Kalakshetra Foundation)

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Signature

(On behalf of Ministry of Culture)

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