

**Memorandum of Understanding between
National Mission for Manuscripts
(Indira Gandhi National Centre for the Arts)
and**

(Designated by the Mission as Manuscript Resource Centre)

Name of the Project : Commissioning tasks of Survey, Listing, Cataloguing and Awareness Campaigns by Manuscripts Resource Centre (MRC) for National Mission for Manuscripts.

This Memorandum of Understanding (MOU) is made on the day of in the year two thousand nine between the National Mission for Manuscripts, Indira Gandhi National Centre for the Arts, 11 Mansingh Road, New Delhi – 110001 hereinafter referred to as NMM, which expression, unless repugnant to the context, shall include its successors, agents and assignees of the first part and _____ which expression, unless repugnant to the context, shall include his/its successors, agents and assignees of the other part hereinafter referred to as ___ whereby the NMM and _____ MRC will collaborate on the projects on Survey (institutional as well as private collections and in other places where manuscripts exist), Listing, Cataloguing and Awareness Campaigns by Manuscripts Resource Centre (MRC) for National Mission for Manuscripts.

Scope:

The responsibilities of _____ MRC Shall basically consist of Surveying, supervising and documenting of _____ and related manuscripts in the area/districts of _____ shall have the following scope:

- Surveys of manuscripts in their area (in institutions, private collections and in other places where manuscripts exist)
- Listing of the manuscripts on the Data Sheets supplied by the NMM through their own or other experts employed by them.
- Preparation of accession catalogues
- Converting information in electronic formats and submission in the form of CD to NMM along with hard copy
- Conducting Awareness Campaigns in the earmarked area for (i) educating people about the importance of manuscripts as valuable sources of our history and culture, so that they

do not destroy them and preserve them carefully (ii) eliciting information from the people about manuscripts collections of the area.

- Any other responsibility to be taken up through mutual understanding between NMM and your MRC

Duration:

The duration of the project is for three years, i.e. up to the end of _____. However, the NMM at IGNCA reserves the right to foreclose the Project in case it is not satisfied with the progress of the assigned tasks to the MRC. The Project may, however, also be extended for a specific period in case everything goes well with the MRC and there is requirement for such an extension and sufficient funds are available from the Government.

Personnel:

..... will be the Project Coordinator. No new appointments would be made for the project coordinator but an existing officer/scholar will be made in charge of the responsibility with an additional honorarium. The Project Coordinator will be solely responsible for the projects undertaken. NMM will not deal directly with personnel assigned for such work as survey, documentation, cataloguing, etc. In the event of relinquishing charge by the Project Coordinators new appointments would be made for the project coordinator in consultation with NMM.

Finance:

NMM shall pay up to a maximum of Rs. 15 lakhs (Rupees fifteen lakhs only) during the financial year, for the execution of the various activities of the project. A separate Bank Account preferably in a Canara Bank branch to be styled as NMM Project, MRC should be established to be operated jointly by two signatories—Project Coordinator and the Head of the Institution—or as a separate head in the same institution to be operated as per the MRC’s requirement. The Project Coordinator shall be responsible for the control of expenditure against the funds needed by _____ MRC. Mode of expenditure will be as follows:

- Cover establishment expenses such as, computer, work station, honorarium (towards travel and maintenance expenses) of Project Coordinator and stationeries, etc.
- Honorarium to Project Coordinator @ Rs. 3000/- per month.
- Cost of survey and listing of the manuscripts (survey teams to be assigned duties on contract basis for one year or completion of the project; whichever is earlier as per requirement (maximum four scholars) @ at Rs. 6,000/- per month as

honorarium and Rs. 2000/- per month as travel expenses per month -- per scholar) or an honorarium of Rs. 8000/- per month including travel expenses.

- Payment to cataloguing cataloguers/surveyors on a pro-rata basis, minimum Rs. 10/- per data for accession catalogue and the maximum remuneration being Rs.15/- per catalogue depending on the nature, script and physical status of the manuscripts which will be consulted with direct manuscripts.
- Arranging awareness programmes during the Survey or Post Survey period as per requirement and maximum two campaigns can be conducted in a year within Rs. 30,000/-
- Though the break-up has been identified in the manner mentioned above, the MRC has the flexibility to adopt the expenditure according to its suitability and requirement with the prior approval of NMM.

Payment Procedure:

The payment will be disbursed in three installments during the financial year:

- The first instalment of Rs. 4.5 lakhs (Rupees four lakhs fifty thousand only) will be released on signing of the MOU.
- Second instalment of Rs. 4.5 lakhs (Rupees four lakhs fifty thousand only) will be released on furnishing of Utilization Certificate in form GFR-19A for the minimum expenditure of not less than 80% and statement of accounts of the first instalment duly supported by statement of accounts, project status reports, complete in all respects and acceptance thereof by NMM.
- Third and final instalment of Rs. 6 lakhs (Rupees six lakhs only) will be released on furnishing of UC in form GFR-19 A and other documents as mentioned above in the proceeding sub-para for the expenditure of first instalment and that of not less than 80% of the second instalment and Statement of account. At the end of the financial year UC for the expenditure incurred out of the balance amount supported by duly audited statement of accounts should be furnished. A certificate regarding closing balance available at the end of financial year should also be furnished immediately.
- The funds will be released subject to fulfillment of target of documentation of 12000 manuscripts in a year or say documentation of approximately 4000 manuscripts for every release of instalment of grant as mentioned above and also submission of progress/output reports regularly. The relaxation, however, may be granted to certain regions like J&K, NE states and other remote states.

Output

The data generated in a month should be reported in CD to Director, NMM every month regularly and a quarterly progress report of the project would be submitted to the Joint Secretary, IGNCA, New Delhi in the following month of concerned quarter in electronic format and in hard copy of the prescribed format. The report will include such items as survey, listing, cataloguing of manuscripts and supported by duly filled-in proformas collected from institutions and private owners of manuscripts. The report for awareness campaigns conducted would be supported by vouchers/bills, etc. The data can be sent either in electronic form in CD's or may be sent in hard sheets though the former is preferable unless it is advised for the latter.

Reporting:

- i) The output of the project described in the MOU together with the materials used or unused, purchased by _____ MRC through utilizing the NMM fund is to be submitted by Project Coordinator to the NMM.
- ii) The annual report of the year, complete in all respects at the end of each financial year will be submitted to NMM not later than _____April.
- iii) The non-perishable (reusable) items such as manuscripts, texts, photographs with negatives and other assets will be the property of NMM that will have exclusive copyright over the materials and will be fully entitled to use the same in any manner.
- iv) The MRC Project Coordinator or the Head of the Institution shall have no claim to share any royalty and/or any other additional remuneration other than the remuneration prescribed in the MOU.
- v) NMM will have the right to foreclose the project at any time after recording the reasons. If, however, the project is foreclosed by _____MRC, Project Coordinator or the Head of the Institution for whatever reason which in the opinion of NMM is not justified, the amount of pending advance on the project will be recoverable with interests from _____ MRC, Project Coordinator or the Head of the Institution. The decision in this regard of the Joint Secretary, IGNCA or his/her nominee will be final and binding.
- vi) The MOU shall not be altered, varied or modified nor any of its provision waived otherwise than in writing signed by both the parties hereto.
- vii) All disputes, decisions and other question in any way arising out of or relating to this MOU shall be referred to the Joint Secretary, IGNCA, whose decision will be final in the matter.
- viii) It will be the sole prerogative of NMM to bring out publication based on the information provided by the reports submitted by _____ MRC.

- ix) The MOU will be subject to review at the time of disbursal of the second and third instalments and the MRC will manage a separate account/head for the purpose of NMM.
- x) NMM reserves the right to withdraw MRC status in the event of poor performance in the probationary period of six months from the signing of MOU.
- xi) NMM may extend on the same or modified terms and conditions the tenure of MRC with the approval of Project Monitoring Committee.
- xii) Separate guidelines issued by the NMM will form part of this MOU.

In WITNESS WHEREOF, THE NMM AND THE _____ MRC have executed this MOU on the day, month and the year mentioned above.

Signed by

For and on behalf of

National Mission for Manuscripts

WITNESS

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WITNESS

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