

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

\_\_\_\_\_  
**(Designated by the Mission as Manuscript Conservation Centre)**

**Name of the Project:** Commissioning tasks pertaining to Preservation and Conservation of Manuscripts by Manuscript Conservation Centre (MCC) 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 its successors, agents and assignees of the other part hereinafter referred to as \_\_\_\_\_ MCC whereby the NMM and \_\_\_\_\_ MCC will collaborate on the projects on Conservation of manuscripts written on various substances (Palm leaf, Paper, Birch-bark, Sanchipat, etc.) and related documents including Preventive and Curative Conservation and Preservation, Surveys, Training and Awareness Programmes on Conservation in institutions and private collections.

**Scope**

The responsibilities of \_\_\_\_\_MCC are preservation and conservation aspects of manuscript-related activities such as

- ❑ Creating a conservation nucleus in their station of \_\_\_\_\_
- ❑ Preventive and curative conservation of manuscripts (institutional as well as private collections and in other places where manuscripts exist) in the following districts of \_\_\_\_\_ State, giving preference to their own collection.
- ❑ Training in preservation and conservation to institutions and private collectors of manuscripts through awareness campaigns and workshops on conservation, liaison with organizations engaged in conservation work to popularize indigenous technologies as well as to introduce emerging scientific technologies on conservation.

- ❑ Any other responsibility to be taken up through mutual understanding between NMM and the respective MCC and with other MCCs of the state.
- ❑ MCC would undertake preventive conservation of 10,000 to 15,000 folios of paper /palm leaf/sanchipat etc. manuscripts subject to the amount of curative conservation during the quarter.

## **Duration**

The duration of the project is for three year. However, NMM reserves the right to extend the MCC status on the same or modified terms and conditions. The quarterly report of the project would be submitted to the Joint Secretary, IGNCA at the end of every quarter in electronic format or preferably in print format.

## **Personnel**

..... will be the Project Coordinator on Conservation. The Project Coordinator on Conservation will be solely responsible for the projects undertaken. NMM will not deal directly with personnel assigned for such work mentioned above as to the preservation and conservation aspects of manuscripts - related activities etc. The arrangement of the trained personnel for the project will be the sole responsibility of the MCC. In the event of relinquishing charge by the Project Coordinator new appointments will be made for the project coordinator in consultation with NMM.

## **Finance**

NMM shall pay upto Rs. 9.00 lakhs (Rupees nine lakhs only) during the financial year. A separate Bank Account, preferably in Canara Bank branch, to be styled as NMM Project Coordinator \_\_\_\_\_ MCC to be operated jointly by two signatories' vis-à-viz Project Coordinator and the Head of the Institute.

Mode of expenditure under the different heads will be as follows:

- ❑ For setting up conservation laboratory where such infrastructure is not available (one-time expenditure) applicable in the case of new MCC.
- ❑ For necessary equipments, chemicals and other materials pertaining to conservation
- ❑ For the contingencies/conveyance expenditure etc. of the Project Coordinator (not to exceed a maximum of Rs. 2,000 per month)
- ❑ For remuneration to project staff, Conservation work and Awareness Campaigns

- Miscellaneous (Stationary, telephone, local conveyance, tours etc.)

Though the mode of expenditure has been identified in the manner mentioned above, the MCC has the flexibility to adapt the expenditure according to its suitability and requirement.

### **Payment Procedure**

For the year 2009-2010, the payment will be disbursed in three instalments to the concerned MCC:

- The first instalment of Rs. 3 lakhs (Rupees three lakhs only) will be released on signing of the MOU.
- Second & third instalment of Rs. 3 lakhs each (Rupees three lakh each only) will be released on furnishing of Utilization Certificate in form GFR-19A for the expenditure of not less than 80% of the amount released as first instalment and statement of account.

### **Reporting**

Comprehensive monthly report in electronic form or in print form as per the prescribed proformas. The report will include such items as details on preventive and curative conservation of manuscripts in institutions and private collections, as well as on training and awareness campaigns/workshops conducted in the area. In addition a Quarterly Report indicating value of work done along with certification addressed to NMM from the concerned institution where the conservation work has been carried must be sent.

### **Terms of Contract**

- i) The output of the project described in the agreement, together with the materials used or unused, purchased by \_\_\_\_\_ MCC through utilizing the NMM fund is to be submitted by Project Coordinator to the NMM.
- ii) The non-recurring items shall be entered in the project stock register. NMM will share copyright over the materials and will be fully entitled to use the same.
- iii) NMM will have the right to foreclose the project at any time after recording the reasons. If, however, the project is foreclosed by \_\_\_\_\_ MCC, 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 with interest along with the project assets will be recoverable from \_\_\_\_\_ MCC, Project

Coordinator and/or the Head of the Institution. The decision in this regard of the Mission Director of NMM or his/her nominee will be final and binding.

- iv) At the end of the financial year the MCC will furnish Annual Progress Report complete in all respects along with the Annual Audit Report.
- v) The MOU shall not be altered, varied or modified, nor any of its provision waived otherwise than by writing signed by both the parties hereto.
- vi) All disputes, decisions and other question in any way arising out of or relating to this MOU shall be referred to the Mission Director, NMM, will initiate proceedings as per rules.
- vii) The MOU will be subject to review at the time of disbursal of the second instalment and the MCC will operate a separate account/head for the purpose of NMM.
- viii) The project would be subject to assessment and review periodically. As regards the money receipts and payments, the same will be governed by Financial Rules of the Central Government.
- ix) Separate guidelines issued by the NMM will form part of this MOU.

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

Signed by

\_\_\_\_\_  
\_\_\_\_\_

For and on behalf of

For and on behalf of IGNCA  
National Mission for Manuscripts

WITNESS

WITNESS

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