

F.No. 3/42/2013-SD/AM
Indira Gandhi National Centre for the Arts
Sutradhara Division

Standard Operating Practices for entering into an MOU/Agreement with any other organisation/individual etc.

Dated: 15/1/2015

IGNCA as a major cultural resource and research centre enters into Agreements/MOUs with Research Institutes, individual experts and related organisations for various programmes and projects. In order to streamline the process of entering into MOU/Agreement and maintenance of proper records the following procedure is to be followed hereafter:-

- i) The MOU will normally be in the format given in SOP-13.
- ii) Where there is a financial implication, the Agreement/MOU, will be concurred by FA&CAO and thereafter it will be taken up with the competent authority for approval.
- iii) In case the MOU involves more than one Division, the concerned Divisions will be consulted before finalisation of MOU.
- iv) The MOUs will be signed by HODs of the concerned Division.
- v) MOUs that pertain to IGNCA as a whole, such as generic MOUs with Universities, Ministries, Akademies, etc. will be signed by Director (A).
- vi) A copy of all MOUs/Agreements signed will be sent to CDN Section and receipt obtained will be placed in the concerned file.
- vii) All HODs will review their MOUs periodically and wherever there are timelines involved will strictly adhere to the same. If for any unavoidable reason, the timelines have to be extended, HODs will move the matter on file for approval of competent authority.

Jayanta Kumar Ray
(Jayanta Kumar Ray)
Director (A)

To

All HoDs