

MEMORANDUM OF UNDERSTANDING (MOU)

Between

President of India through

Ministry of Housing and Urban Affairs, Government of India, New Delhi

And

Indian Institute of Public Administration, Delhi

Centre for Urban Studies (CUS) initially known as Centre for Training and Research in Municipal Administration (CTRMA), later renamed as CUS in 1974-75, was established in IIPA in 1966 with the support from Government of India. The main objective of the CUS Delhi is to plan and implement appropriate academic resource inputs to meet the training and research needs relating to the urban sector in the concerned State/UT as per following distribution: In facilitating the achievement of the objectives, the MoHUA has been rendering financial support in the form of Salaries and General Expenditure to the CUS Delhi since its inception.

Name of the Centre	Jurisdiction
CUS, IIPA Delhi	Arunachal Pradesh, Haryana, Himachal Pradesh, Punjab, Mizoram, West Bengal, National Capital Territory of Delhi, Union Territories of Jammu & Kashmir and Ladakh, (6 States and 3 UTs)

2. Indian Institute of Public Administration, Delhi on their part, has consented to provide administrative and academic support by taking the CUS, Delhi into its administrative fold – recruiting and appointing appropriate faculty and administrative staff in addition to extending service infrastructure.

3. With a view to clearly define the respective roles and responsibility in sustaining performance effectiveness and efficiency of the CUS, Delhi the sponsoring organization - MoHUA and IIPA, Delhi, the parent Organisations, have agreed upon to enter into a Memorandum of Understanding (MoU) to achieve the mandate envisaged from CUS in an effective manner. The terms of the MoU, as agreed, are enumerated in the subsequent paragraphs.

4. There shall be a three-tier institutional structure comprising National Review & Monitoring Committee (NRMC) at Central level, Steering Committee (SC) at CUS level and State Advisory Council (SAC) at each State/UT level.

5. **There shall be a National Review and Monitoring Committee (NRMC) headed by Secretary, MoHUA with the following composition:**

I.	Secretary (HUA), MoHUA, GoI	Chairman
II.	Principal Secretary (UD), Delhi, or their Senior level representative.	Member
III.	Additional Secretary/Joint Secretary, MoHUA	Member
IV.	Joint Secretary & FA, MoHUA	Member
V.	Secretary (UD) of Delhi	Member

VI.	Secretary (UD) of State Governments (two State Government other than the state where RCUES/CUS is located & serviced by each of the Centres as nominated by MoHUA on rotation basis to the Steering Committee/State Advisory Council/ Steering Committee of the Centre.	Member
VII.	Director CUS, Delhi	Member
VIII.	Director/DS (UE&KN), MoHUA	Member Secretary

6. The National Review and Monitoring Committee will have the following responsibilities:

- 6.1.1 Approval of Annual Action Plans of CUS before the commencement of financial year.
- 6.1.2 Review of activities of the CUS for the previous Financial Year.
- 6.1.3 Oversee the activities of the CUS in all the states and ensure appropriate level of activity in all the States.
- 6.1.4 Identify various areas in which a CUS may focus on for strengthening/ implementation of various programmes and set priorities.
- 6.1.5 Accord approval for capital works, if required, subject to availability of funds.
- 6.1.6 Consideration of the proposals of CUS for training of Master Trainers.
- 6.1.7 To accord /sanction the grant-in-aid to CUS based on the Annual Action Plan and revenue from other sources.

6.2 The NRMC would meet twice a year i.e. once before the commencement of every financial year for consideration/approval of Annual Action plan of the CUS Delhi to be taken up in the ensuing year and once on completion of first half of the financial year for monitoring & review of physical and financial progress as per their Annual Action Plan.

7. There shall be a Steering Committee (SC) for the Centre with the following composition:

I	Director General, IIPA (or CEO of IIPA by whatever designation called)	Chairman
II	Joint Secretary, MoHUA or his nominee	Member
III	Secretary, UD, Govt. of Delhi	Member
IV	Senior Professor/Faculty of CUS to be nominated by Director General, IIPA	Member
V	Director of any sister RCUES or his nominee	Member
VI	One nominee each from two State Govt. (other than NCT of Delhi) in the CUS's jurisdiction on rotational basis to be nominated by MoHUA	Member
VII	Coordinator CUS, IIPA	Member Secretary

7.1 The Steering Committee (SC) is assigned with the following responsibilities:

- 7.1.1 The SC shall meet at least twice in a year (in the month of February and September) to monitor all the activities of the CUS.

- 7.1.2 It shall give approval to the Annual Activity Plan of the Centre for the ensuing year before it is sent to the National Review and Monitoring Committee (NRMC) for approval.
- 7.1.3 Recommend Capital Works.
- 7.1.4 Approve the Annual budget before it is sent to the Ministry for approval
- 7.1.5 It will draw up a roadmap for establishing a documentation unit which will act as a clearing house of information on Urban Local Government and Administration
- 7.1.6 Hold, control and administer the property and funds of the CUS
- 7.1.7 Director General, IIPA will operate as Director CUS assisted by the Coordinator of CUS who is selected out of the CUS faculty who are appointed on an all-India basis to assist the Director in matters relating to the centre. As per existing practice the Director General, IIPA shall be ex-officio editor of the journal Nagarlok that CUS shall continue & publish.
- 7.1.8 Regulate and determine all matters concerning the administration of a CUS.
- 7.1.9 Accept endowments and donation made to the CUS.
- 7.1.10 Provide instructions for the award of the Degree, Diploma and Certificate.
- 7.1.11 Identify specific areas for excellence for the CUS.
- 7.1.12 Administer all funds placed at the disposal of the CUS for authorized purposes.
- 7.1.13 Address all the administrative issues of the staff of the CUS.
- 7.1.14 The MoHUA would not have any liability, whatsoever, regarding the pension payments to the staff of the CUS. Steering Committee will address the issue of pension payable to employees and arrive at a solution without creating any liability for the Ministry of Housing and Urban Affairs for the employees of IIPA, Delhi.
- 7.1.15 Define the duties of the staff, review and monitor their performance.
- 7.1.16 Consider and apply the financial and administrative rules and procedures of the IIPA, Delhi to the CUS.
- 7.1.17 It will ascertain training needs of ULB officials of respective States/UTs through the mechanism of SAC.

8. There shall be a State Advisory Council (SAC) which would function under the Secretary (UD)/(LSG) of each State/UT. The composition of SAC for each of the State will be as follows:

a.	Secretary (UD)/LSG of concerned State/UT	Chairman
b.	Director/DS, MoHUA	Member
c.	Director, CUS, Delhi or his representative	Member
d.	Sr. Representative of the Water Supply Board of the concerned State/UT	Member
e.	Commissioner of State Urban Transport	Member
f.	Director, Town & Country Planning	Member
g.	Sr. Member/Faculty of the CUS	Member
h.	Two Municipal Commissioners or representatives of different cities of the States/UTs (except the State of RCUES/CUS situated) nominated by the Centre on rotation basis	Member
i.	Director/Commissioner- Local Self Government/Municipal Administration of respective State/UT Government	Member Secretary

8.1 The functions of the SAC will be as follows:

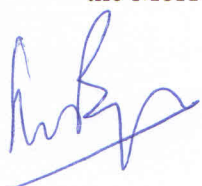
- 8.1.1 The SAC of each State/UT would prepare and send the need based various Capacity Building activities to the CUS Delhi to present it before the Steering Committee.
- 8.1.2 It shall identify areas of excellence that CUS Delhi may wish to build on in medium and long term.
- 8.1.3 It will identify areas where research on urban problems & municipal administration can be undertaken in the States/UTs under their jurisdiction, by the CUS Delhi.
- 8.1.4 It will meet in the third quarter of the financial year and finalize the Annual Action Plan in respect of all the States/UTs under its jurisdiction for the following financial year.
- 8.1.5 It would also hold Mid-term review of the performance and participation in respect of the various Training Programmes.
- 8.1.6 The cost for conducting each training course will be borne by the States/UTs in proportion to the ULB officials nominated.

9. The Indian Institute of Public Administration, Delhi agrees to undertake the following:

- 9.1.1 To administer, extend support and facilitate functioning of the CUS Delhi as per the rules, regulations and norms of the IIPA, Delhi in respect of the present and future activities;
 - 9.1.2 To receive funds granted by the MoHUA towards the activities of CUS Delhi and devise a mechanism to timely transfer the funds to the CUS Delhi to enable the CUS to undertake its activities.
 - 9.1.3 To get the annual accounts of the funds received by the CUS Delhi from the MoHUA and other sources audited by the State Audit Team or Audit Team from MoHUA or CAG and submit the utilization certificates to the MoHUA and other funding organizations as the case may be;
 - 9.1.4 To apply the financial and administrative rules and procedures of the IIPA to the CUS Delhi.
 - 9.1.5 To undertake an evaluation of the performance of the CUS Delhi every three years and send a copy of the report, along with comments to the MoHUA. For this purpose, the IIPA agrees to formulate suitable norms in consultation with the MoHUA.
 - 9.1.6 To address and settle all the administrative/financial issues of the CUS Delhi at their level without creating any liability for the Ministry of Housing and Urban Affairs.
- 9.2 To extend support and facilitate, the CUS Delhi to act as a secretariat during respective Regional Meetings of Urban Development Ministers, as and when convened by MoHUA in the respective regions

10. Ministry of Housing and Urban Affairs agrees to undertake the following:

- 10.1 To provide grants-in-aid to the IIPA/CUS Delhi for salaries of the staff of CUS Delhi and general expenditure.
- 10.2 To provide the necessary budgetary support to the CUS, IIPA Delhi for its infrastructural, developmental and other related requirements, if deemed fit, subject to availability of budget.
- 10.3 To confer functional autonomy on the CUS Delhi to enable it to function with flexibility.
- 10.4 In addition to the above, the MoHUA may direct the CUS Delhi to carry out specific training, research, consultancy and other related activities from time to time. For this purpose, the MoHUA agrees to extend financial and other support, if necessary.



11. The MoU comes into effect from the date of its signing and will be valid up toand will replace the old MoU signed between MoHUA and IIPA.

12. Other terms and conditions

12.1 Assignments from other Departments/State Governments by the CUS Delhi would be taken up with the approval of Steering Committee without affecting the main activities of the CUS Delhi as approved by NRMC.


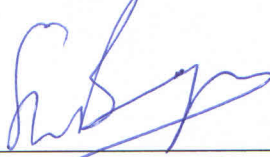
12.2 This Ministry will provide grants-in-aid to the IIPA on quarterly basis on production of Utilization Certificate to this Ministry.

12.3 Any specific proposal for funds for professional development of training staff in the CUS Delhi can be separately considered by MoHUA.

12.4 CUS Delhi would send statement of revenue generated and expenditure incurred by CUS Delhi of the previous year in the month of April/May for examination by MoHUA.

12.5 CUS Delhi would provide trainings on online/offline mode. The decentralized trainings will be conducted by the CUS Delhi in the city/town where officials/representatives are located.

IN WITNESS WHEREOF this MoU has been entered into by the duly authorized representatives of the parties hereto on the day..... month..... Year....., written below:

For and on behalf of	For and on behalf of
<p>Ministry of Housing and Urban Affairs, Govt. of India</p>  <p>संजय सिंह / SANJAY SINGH उप सचिव / Deputy Secretary आवासन और शहरी कार्य मंत्रालय Ministry of Housing & Urban Affairs भारत सरकार / Govt. of India निर्माण भवन, नई दिल्ली-110011 Nirman Bhawan, New Delhi-110011</p>	<p>Indian Institute of Public Administration, Delhi</p>  <p>Dr. Surendrakumar Bagde, IAS Director General Indian Institute of Public Administration I.P. Estate, Ring Road, New Delhi-110002</p>


DATE:.....

WITNESS

1)

2)

WITNESS

1) 

2) Sachin Chowdhury