

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH
SECTOR-26, CHANDIGARH-160 019

AGENDA FOR THE THIRTEENTH MEETING
OF THE FINANCE COMMITTEE
TO BE HELD ON 13.02.2009 AT 11.30 A.M
AT NITTTR, CHANDIGARH

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ITEM NO. F. 13.1 TO CONFIRM THE MINUTES OF THE 12TH MEETING OF FINANCE COMMITTEE HELD ON 24.10.2008 AND TO REPORT ACTION TAKEN THEREON.

(a) The minutes of the 12th meeting of the Finance Committee of the Institute held on 24.10.2008 were circulated amongst all of its members vide institute letter No.NITTTTR/Board/12th-Minutes/29418-29429 dated 03.11.2008 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure-I** at page Nos. 23-28. Since no comments have been received from any of the members, the same may be confirmed as recorded.

(b) The following items have been noted:

- | | |
|-----------------|--|
| Item No.F.12.1 | Confirmation of minutes of the 11 th meeting of Finance Committee. |
| Item No. F.12.2 | Revised budget estimates for the year 2008-09 and budget estimates for the year 2009-10. |
| Item No.F.12.4 | Audit and inspection report of the institute for the year 2007-2008. |
| Item No.F.12.5 | Entrustment of statutory audit of the institute to the Comptroller and Auditor General of India for the year 2008-09 to 2012-13. |
| Item No.F.12.8 | Grant of option to the institute employees for shift from CPF to new pension scheme with effect from 1.1.2004. |
| Item No.F.12.9 | Grant of permanent imprest of Rs.2000/- to the Purchase Assistant of the institute. |
| Item No.F.12.10 | Enhancement of allowance payable to the part time Hostel Warden of the institute. |
| Item No.F.12.11 | Waiving off of tuition fee to the institute faculty/staff registered for Ph.D at the institute itself. |

Against

ITEM NO.F.12.3 TO CONSIDER THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2007-08.

Audit certificate, audited accounts and utilization certificate were received from Audit Office on 30.10.2008 vide their letter No. OA/CH/SAR/NITTTRR/2007-08/09 dated 30.10.2008. These were incorporated in the Annual Report of the institute for the year 2007-2008 and the Annual Report was sent to the Ministry of Human Resource Development vide Institute letter No.NITTTR/Board/AR-2007-2008/ 29 dated 10.11.2008 for further necessary action at their end.

Against

ITEM NO.F.12.6 TO CONSIDER STATUS REPORT ON PROGRESS EXPENDITURE UNDER PLAN AND NON-PLAN DURING THE FIRST TWO QUARTERS OF THE YEAR 2008-09.

The institute has taken steps to utilize the budgetary grants in such a way that flow of expenditure remains constant and there is no rush of the expenditure at the end of the year.

Against

ITEM No. F.12.7 TO CONSIDER ADOPTION OF CENTRAL CIVIL SERVICES(REVISED PAY) RULES, 2008, ALLOWANCES AND OTHER SERVICE BENEFITS INCLUDING PENSION/GRATUITY ETC AT PAR WITH THE CENTRAL GOVERNMENT EMPLOYEES.

The Central Civil Services (Revised Pay) Rules, 2008, revised allowances and other service benefits including pension, gratuity etc. as applicable to the civil employees of the central government have since been implemented and accordingly arrears have been paid to the employees and pensioners. As regards up-gradation of pay scales as per Part-B & Part-C of the first schedule to the Central Civil Services (Revised Pay) Rules, 2008, a separate agenda item No.F.13.4 is submitted for consideration.

ITEM NO.F.13.2 TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN, NON-PLAN AND OBC-OSC SCHEME DURING THE YEAR 2008-09 (UPTO THIRD QUARTER ENDING 31.12.2008).

The status report on progress of expenditure for the financial year 2008-09 (up to third quarter ending December 31, 2008) is given below :-

Particulars	Rupees in Lacs			
	PLAN		NON PLAN	(OSC) OBC Scheme Plan
	Non-Recurring	Recurring	Recurring	Recurring / Non-Recurring
Balance as on 01.04.2008	17.13	0.75	0.40	0.00
Grant-in-aid from MHRD	280.00	100.00	370.06	228.25
IRG	0.00	10.77	126.51	0.00
Total amount available	297.13	111.52	496.97	228.25
Expenditure incurred	66.85	121.05	617.61	222.62
Unspent Balance as on 01.01.2009	230.28	(-)9.53	(-)120.64	5.63

The Government of India, MHRD, had released Rs.228.25 lac as first instalment (Non-Recurring : Rs.216.25 lac and Recurring Rs.12 lac) for implementation of OSC-OBC scheme in July 2008. Out of this Rs.216.25 lac (Non-recurring grant) has been released to the Executive Engineer CPWD, Chandigarh for construction of New Hostel Block and Lecture Hall complex at the institute premises. Another 6.37 lac has been utilized for purchase of machinery/equipment, electric installation and development of Library under the scheme.

2. Under Non-plan scheme, the institute had requested the Government for release of Rs.419.21 lac including deficit of Rs.2.36 crore in November, 2008 for recurring expenditure towards normal expenditure of salary etc. during third quarter (October to December 2008) and supplementary grant of Rs.2.43 crore for disbursement of salary arrears (40% of gross payable) to Non-faculty staff as a result of revision of pay scales from 01.01.2006 as per 6th Central Pay Commission recommendations. Against this, the Government of India has released Rs.123 lac as normal grant and Rs.146.75 lac as supplementary grant for payment of arrears

plus increased salary of non-teaching staff from 01.09.2008. Thus, short release Rs.269.75 lac has resulted into deficit of Rs.120.64 lac as on 01.01.1009 which would increase in the month of January, 2009 after arrears of Pensioners are paid

THIS IS FOR INFORMATION OF THE FINANCE COMMITTEE

ITEM NO.F.13.3 TO CONSIDER AMENDMENT TO THE STAFF SERVICE REGULATIONS AND RECRUITMENT RULES OF THE INSTITUTE EMPLOYEES DUE TO ADOPTION OF REVISED PAY STRUCTURE AS PER CCS (REVISED PAY) RULE 2008.

The institute, with the concurrence of the MHRD received vide their letter No. F2 7/2008 IFD dated 23.10.2008 has adopted the revised pay structure as per CCS (Revised Pay) Rules, 2008 with effect from 1.1.2006, in accordance with the instructions of the Central Government, with the approval of the Board of Governors accorded in 12th meeting held on 24.10.2008 vide Item No. B.12.4.1. The adoption of new pay structure has necessitated amendments to the Staff Service Regulation/Recruitment Rules of the institute. Accordingly necessary changes have been incorporated and the existing/proposed rules in an annotated form are attached as **Annexure-II** at page Nos.29-57. The proposed rules may kindly be considered.

THE FINANCE COMMITTEE MAY CONSIDER THE PROPOSED RULES AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS FOR APPROVAL.

ITEM NO.F.13.4 TO CONSIDER UPGRADATION OF PAY SCALES OF CERTAIN POSTS IN NITTTR, CHANDIGARH ON THE BASIS OF RECOMMENDATIONS OF SIXTH CENTRAL PAY COMMISSION.

The NITTTR Chandigarh is a resource institute for the technical education system for providing services to its clientele covering faculty/staff of technical institutions, officials of directorates/boards of technical education, central and state government departments, industry, students from technical institutes, community and trainees from overseas.

The Mission of the institute is to dynamically respond, through an integrated package of research & development, education and training and extension services, to the needs of technical and vocational education, industry and community and challenges of advances in technology, including modern communication technology. The institute is a fully funded autonomous body of the Central Government. Thus it falls into the category of subordinate offices of the Central Government.

While extending the revised pay structure to the employees of Autonomous Organisations set up by and funded/controlled by the Central Government, the Government of India, Ministry of Finance, Department of Expenditure vide their OM No. 7/23/2008.E.III(A) dated 30 September, 2008, **(Annexure-III(a) page 58-59)** it was categorically stated that the revised pay structure as incorporated in Section I & II of Part-A of the First Schedule to the CCS(Revised Pay) Rules, 2008 may alone be adopted by such organisations. Subsequent to these guidelines the Government, MHRD, Department of Higher Education(IFD) vide their letter No. F.23-7/2008-IFD dated 23.10.2008 **(Annexure-III(b) page 60)** had clarified that the Ministry has no objection to the adoption, on a provisional basis, the appropriate scales of pay given under the CCS(Revised Pay) Rules, 2008 w.e.f. 1.1.2006 by the institute. The MHRD had also categorically mentioned in the said letter that the pay scales indicated in Section I & II of Part-A of the First Schedule to the CCS(Revised Pay)Rules only be adopted. However it was also stated in this letter that specific reference alongwith detailed justification is required to be made to the Ministry regarding adoption of the scales of pay incorporated in Part B of the First Schedule to the CCS(Revised Pay) Rules, 2008 **(Annexure-III(c) page 61-65)**. Accordingly the institute has already adopted the CCS(Revised Pay) Rules, 2008 with the approval of its Board of Governors accorded vide Item No. B.12.4.1 of 12th meeting held on 24-10-2008. Though the pay scales indicated in Section I & II of Part A of the First Schedule to the Revised Pay Rules, 2008 have since been adopted and granted to the institute employees, yet the pay scales of the following posts are required to be

upgraded in view of the justification provided in each case below:

1. **Upgradation of pay scale of Accounts Officer from Rs.7450-11500 to Rs.8000-13500 or PB-2; Pay Band Rs.9300-34800 + Grade Pay Rs.5400/-:**

There is one sanctioned post of Accounts Officer in the institute in the pay scale of

Rs.7450-225-11500. As per recruitment rules of the institute it is filled by deputation from the Indian Audit and Accounts Department. When this post was created in the year 1985 the pay scale of Accounts Officer in IA & AD was also the same. Later on the pay scale of Accounts Officer in IA & AD was upgraded first to Rs.7500-12000 and now to Rs.8000-13500(PB-2; Rs.9300-34800 + Grade Pay Rs.5400/-) on the basis of recommendations of 6th Central Pay Commission vide para No.7.56.9. An extract of the said para is attached as **Annexure-III(d)** at page 66. The Accounts Officer in the institute acts as Head of the Accounts wing and performs various important duties as Drawing & Disbursing Officer of the Institute. Since, as per institute rules the post is required to be filled from IA&AD on deputation basis therefore, no Accounts Officer of IA & AD becomes willing to come on deputation on this post because the pay scale of the Accounts Officer in the institute is much lower than that of the Accounts Officer in IA&AD as stated above. Due to non availability of an Accounts Officer of IA&AD for this post on deputation, the institute these days has appointed a retired Accounts Officer of IA & AD on contract basis. This being a temporary arrangement, can not be continued permanently. In order to obtain a suitable officer from IA&AD for this post, it is necessary that the pay scale of the Accounts Officer of the institute is upgraded at par with the Accounts Officer of IA & AD as per CCS(Revised Pay) Rules, 2008 First Schedule Part B Section II Series No. XX (copy attached as **Annexure-III(c)** at page 61-65).

2. Upgradation of pay scale of Senior Hindi Translator from Rs.5500-9000 to Rs.7450-11500 or PB-2; Pay Band Rs.9300-34800 + Grade Pay Rs.4600/-.

There is one sanctioned post of Senior Hindi Translator in the institute in the present revised pay scale of Rs.5500-9000. After adoption of CCS(Revised Pay) Rules, 2008 the corresponding Pay Band-2(Rs.9300-34800) + Grade Pay Rs.4200/- has been granted to the incumbent. Since there is no sanctioned post in the institute above the post of Senior Hindi Translator, therefore, there are no promotion avenues available to the incumbent of this post. Senior Hindi Translator is the Section Incharge of Hindi Cell and the LDC and the Hindi Translator working in the Section report to Senior Hindi translator. The pay scale of Hindi Translator(present revised scale Rs.5000-8000) has now been merged with the pay scale of Rs.5500-

9000, therefore, after adoption of CCS(Revised Pay) Rules, 2008, both the Hindi Translator as well as the Senior Hindi Translator are put in the same Pay Band 2 Rs. 9300-34800 with the same Grade Pay Rs.4200/-. It has disturbed the reporting hierarchy in the institute. Moreover qualification prescribed for the post of Hindi Translator as well as Senior Hindi Translator are very high i.e Post Graduation. Senior Hindi Translator is also supposed to control the affairs relating to implementation of Official Language Policy of the Government of India in the institute. Therefore, the pay scale of this post needs to be upgraded. Copies of the recruitment rules both for the post of Hindi Translator as well as Senior Hindi Translator are attached as **Annexure-III(e)** at pages 67-68. It is worthwhile mentioning here that the 6th Central Pay Commission has recommended pay scale of Rs.7450-11500 + Grade Pay Rs.4600/- for the post of Senior Translator in CSOLS vide Para 7.19.68 and the same has been accepted by the Central Government vide Part C Section II(Ministry of Home Affairs) Sr No.16. Copies of extract of para 7.19.68 as well as Part C Section II, (Ministry of Home Affairs) Sr No.16 are attached as **Annexure-III (f)** at page 69-78. As such the pay scale of Senior Hindi Translator may be upgraded as above in view of the justification given. It is worthwhile mentioning here that the Ministry of Finance vide their letter No.G.I.,M.F.,O.M.F.No.1/1/2008-IC dated 24.11.2008 (copy attached as **Annexure-III(g)** at page No.79) has also clarified that the upgraded pay scales be granted.

3. Upgradation of pay scale of Assistants from Rs.4500-7000 to Rs.6500-10500 or PB-2; Pay Band Rs.9300-34800 + Grade Pay Rs.4200/-

There are 13 sanctioned posts of Assistants in the Institute in the pre-revised pay scale of Rs.4500-7000. The incumbents of these posts have been granted PB-1 i.e Pay Band Rs.5200-20200 + Grade Pay Rs.2800/- as incorporated in Part A Section 1 of First Schedule of CCS(Revised Pay) Rules, 2008. As per the present reporting hierarchy system in the institute, Assistants report to the Superintendent/Section Officer(Pre-revised pay scale Rs.5500-9000/Rs.6500-10500). Now the pay scales of Superintendent i.e Rs.5500-9000 and the Section Officer i.e Rs.6500-10500 have been merged and the incumbents have been granted PB-2 + Grade Pay Rs.4200/-. The Sixth Central Pay Commission recommended parity between field and the Secretariat Offices of the Central Government vide Para 3.1.14 of its report and the

same has been accepted by the Central Government vide CCS(Revised Pay) Rules 2008 First Schedule Part B Section II, Serial No.II(1) and accordingly the pre revised pay scale of Head Clerks/Assistants i.e Rs.4500-7000 has been upgraded to Rs.6500-10500(PB-2 + Grade Pay Rs.4200/-). An extract of Para 3.1.14 and Part B Section II(II)(1) of the CCS (Revised Pay) Rules ibid is attached as **Annexure-II(h)** at page Nos.80-81. Presently, the institute employees(UDCs) are promoted as Assistants after rendering a long service of about 30 years. They also perform very important duties in Administration, Accounts and other Departments of the Institute. A copy of the existing recruitment rules of Assistants is placed at page No. 82 as **Annexure-III(i)**.

It may also be mentioned that the Autonomous Bodies of the Central Government which actually execute the policies of the Central Government fall in the category of attached/subordinate offices of the Central Government as per para 3.1.1 of the report of the 6th Central Pay Commission. A copy of the extract of this para is attached as **Annexure-III(j)** at page No.83. The institute being a fully funded Autonomous Body of the Central Government, therefore, deserves parity in the pay scales with the Secretariat offices of the Central Government as recommended by the Sixth Central Pay Commission and accepted by the Central Government. Therefore pre-revised pay scale of Assistants i.e Rs.4500-7000 may be upgraded on par with the Assistants working in organisations outside the Secretariat i.e from Rs.4500-7000 to Rs.6500-10500 or PB2 + Grade Pay Rs.4200/- as incorporated in the First Schedule Part I, Section II, Sr No.II(1) of the CCS(Revised Pay) Rules 2008.

4. Upgradation of pay scale of Superintendents/Section Officer from Rs.5500- 9000/6500-10500 to Rs.7450-11500 or PB 2 Rs.9300-34800 Grade Pay Rs.4600/-

There are Five posts of Superintendents and one post of Section Officer in the pre revised pay scale of Rs.5500-9000/Rs.6500-10500 respectively. Due to merger of these pay scales, the incumbents have been granted PB-2+ Grade Pay Rs.4200/- as per CCS(Revised Pay) Rules(First Schedule, Part A, Section I). As stated above, as per reporting hierarchy in the institute, LDCs / UDCs / Assistants report directly to the Superintendent/Section Officer. Once the pay scale of Assistants is upgraded

Rs.6500-10500 as requested in para 3 above, the reporting hierarchy will be disturbed and it will create functional problem. Therefore while upgrading the pay scale of Assistants, the pay scale of Superintends/Section Officer be also upgraded to Rs.7450-11500 or PB 2 Rs.9300-34800 + Grade Pay Rs.4600/- keeping in view the upgraded pay scale of Section Officers of Central Secretariat to Rs.7500-12000 as per Part B Section II(I)(1) of First Schedule to CCS(Revised Pay) Rules, a copy of which is attached as **Annexure-III(c)** at page No. 61-65. It will also open promotional avenues to Assistants in future. There are no promotional avenues for the Superintends/Section Officer who are now placed in PB-2 + Grade Pay Rs.4200/-

5. Upgradation of pay scale of skilled technical staff from Rs.4500-7000 to Rs.6500- 10500 or PB-2; Pay Band Rs.9300-34800 + Grade Pay Rs.4200/-

The following are the sanctioned posts in the institute in the pre-revised pay scale of Rs.4500-7000 under the category of skilled technical staff:

1.	Cameraman	:	One
2.	Estate Assistant	:	One
3.	Visuliser Graphic Artist	:	One
4.	Technicians	:	Seventeen
5.	Draftsmen	:	Two
6.	Driver Gr I	:	One

The incumbents of these posts have been granted PB-1(Rs. 5200-20200 + Grade Pay Rs.2800/-) as per Part-A Section 1 of the First Schedule to the CCS(Revised Pay) Rules, 2008. These categories of staff perform functions of highly skilled technical nature besides assisting the faculty in the laboratories of the institute for education and training purposes. Copies of the recruitment rules of these posts are placed at pages 84-89 as **Annexure-III(k)** . These categories of staff report directly to the Heads of Department who are primarily the Professors in the pre-revised pay scale of Rs.16400-22400. The pre-revised pay scale of Rs.4500-7000 is at par with the existing pay scale of Assistants which is also Rs.4500-7000. The Institute has requested above to upgrade the pay scale of Assistants Rs. 6500-10500 or PB-2 Rs.9300-34800 + Grade Pay Rs.4200/- on the basis of recommendations of the 6th Central Pay Commission under para 3.1.14 of its report. It is also worthwhile mentioning here that on the basis of recommendations of the Sixth Central Pay Commission, the Central Government have upgraded the pay scales of Drawing

Office staff/Electronics Data Processing staff/Artists even to Rs.7450-11500(PB-2 + Grade Pay Rs.9300-34800 + Grade Pay Rs.4600/-). Even the pay scale of Workshop staff has also been upgraded to PB 2 + Grade Pay Rs.4600/-. Therefore the skilled technical staff of this institute is required to bring at par with the similar type of staff in the subordinate offices of the Central Government which is in PB2 + Grade Pay Rs.4200/-. Their upgradation to that level will also maintain their parity with the pay scales of Assistants. It is, therefore, proposed that keeping in view the recommendations of the Sixth Central Pay Commission under paras 3.8.6, 3.8.9, 3.8.11, 3.8.14 and 3.8.29 of its report the pay scales of skilled technical staff of the institute may be upgraded from Rs.4500-7000 to Rs.6500-10500 or PB-2 + Grade Pay Rs.4200/- so as to bring parity of their pay scales with the offices of the Central Government as recommended by the Sixth Central Pay Commission and accepted by the Central Government. Copies of extracts of the above noted paras of the report of the Sixth Central Pay Commission as well as Part B Section II of First Schedule to CCS(Revised Pay) Rules, 2008 are attached as **Annexure-III(I)** at pages.90-96.

ITEM NO.F.13.5 TO CONSIDER CREATION OF POSTS UNDER OBC-OS SCHEME OF THE CENTRAL GOVERNMENT.

The Government of India, MHRD vide their letter No. 21-40/2006-TS.II dated 29.08.2006 had directed the institute to prepare a Detailed Project Report for capacity expansion to implement reservation for OBCs in accordance with the guidelines issued by the AICTE, . Accordingly the institute had prepared a Detailed Project Report which was discussed in several meetings at various levels in the AICTE/MHRD, from time to time. Finally the Detailed Project Report was submitted to MHRD in May, 2008, a copy of which is attached as **Annexure-IV(a)** at pages No.97-110. On the basis of this report, the Ministry had allocated funds for capacity expansion in the institute on provisional basis as under :

Rs. in lac						
2007-08	2008-09	Total	25% of Non Recurring	2007-08	25% of Recurring	Total Released Approved
NON RECURRING				RECURRING		
288	577	865	216.25	48	12.00	228.25

Against this allocation the Ministry has released the following two instalments of grant to the Institute:

1st instalment (June, 2008)	Rs.228.25 lac
2 nd instalment (Jan, 2009)	Rs.516.00 lac

These grants have been utilised to expand the institute infrastructure like hostel, class rooms, laboratories etc so as to accommodate increased number of students due to reservation of ME/Ph.D seats for OBCs. While submitting the Detailed Project Report, the institute had requisitioned the following additional posts for implementing OBC quota:

Faculty/Senior Staff:

- Professors/Registrar	:	3
- Assistant Professors/Dy Registrar	:	6
- Lecturers/Asstt.Registrar	:	<u>13</u>
TOTAL		<u>22</u>
Technical Drivers	:	12
	:	3

The faculty posts indicated in the DPC include the senior administrative posts of Registrar, Deputy Registrar and Assistant Registrar on the pattern of national institutes/universities in the country.

Subsequently the Government of India, Ministry of Human Resource Development vide their letter No. 23-3/08-IFD dated 08.05.2008 had sought the proposal for creation of posts in the prescribed proforma(check list) and intimated that the proposals may invariably contain the approval of the Finance Committee/Board of Governors. A copy of the MHRD's letter is attached as **Annexure IV(b)** at page No. 111-113.

The Check list in which the proposal for creation of posts is to be submitted is as under:

The Post

1. Name and designation of the Post
2. Pay Scale of the Post
3. Teaching/Scientific/technical or administrative nature of the post.
4. Functional justification(for each of the category separately)

5. How were the functions of the post being managed in the absence of creation.
6. Duties and responsibilities of the post(job description for each position).
7. Financial implications for creation of the post

The Organisation

1. Detailed sanctioned strength(category-wise)with pay scales.
2. Detailed actual strength(category-wise)
3. Details of vacancies date-wise.
4. Details of posts abolished in the last five years under various categories like(a) deemed abolition (b) 10% cut (c) SIU/IWSU study (d) ER recommendations (e) DOPT OM dated 16-5-2001 on optimisation of direct recruitment to civilian posts and (f) any other reasons such as period reviews, winding up etc.
5. Possibilities of re-deployment/outsourcing/hiring out of services.
6. Matching savings(with specific posts, which are to be surrendered).
7. Additional information, specific to this proposal, if any.
8. Total number of student strength – approved and actual intake course wise(proposed student strength and intake during next 3 years; if available).
9. Approval and actual recommendations of FC/Board.

The institute has assessed its requirement and the following posts are absolutely necessary for implementation of OBC-OSC scheme:

FACULTY/SENIOR ADMN. POSTS

Sr.No.	Department	Additional posts required		Pay scale (Pre-revised)
		Name of Post	No.of posts	
1.	Civil Engineering Department	Professor		16400-450-20900-50 22400
		Assistant Professor	1	12000-420-18300
		Lecturer	1	8000-275-13500
2.	Electronics & Commn. Engg.	Professor	1	16400-450-20900-50 22400
		Assistant Professor	1	12000-420-18300
		Assistant Professor	1	16400-450-20900-50 22400
3.	Computer Sc. & Engg.	Lecturer	1	8000-275-13500
		Professor	1	16400-450-20900-50 22400
4.	Electrical Engineering	Professor	1	16400-450-20900-50 22400

		Assistant Professor	2	12000-420-18300
		Lecturer	2	8000-275-13500
5.	Mechanical Engineering	Professor	1	16400-450-20900-500-22400
		Lecturer	1	8000-275-13500
6.	Applied Science	Assistant Professor	1	12000-420-18300
		Lecturer	2	8000-275-13500
7.	EDIC	Lecturer	1	8000-275-13500
8.	ETV Department	Assistant Professor	1	12000-420-18300
9.	Administration	Registrar	1	16400-450-20900-500-22400
		Dy.Registrar(Admn.& Stores)	1	12000-420-18300
		Assistant Registrar(Academeics)	1	8000-275-13500
	Total		22	

TECHNICAL/DRIVERS

1.	Computer Sc. & Engg.	System Engineer	1	10000-325-15200
2.	Civil Engineering	Technician	1	4500-125-7000
3.	Electrical Engineering	Jr.Engineer	1	6500-200-10500
		STA	1	5500-175-9000
		Technician	1	4500-125-7000
4.	Mechanical Engineering	Technician	1	4500-125-7000
5.	Applied Science	Technician	2	4500-125-7000
6.	EDIC Department	Technician	1	4500-125-7000
7.	ETV Department	Electronics Engineere	1	8000-275-13500
		STA	1	5500-175-9000
		Sr. Cameraman	1	5500-175-9000
		Total	12	

Drivers

1.	Vehicle Maintenance Deptt.	Drivers	03	3050-4590
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The details of each of the above post have also been prepared in the prescribed proforma as per the check list provided by the MHRD vide above said letter and the same is placed as **Annexure-IV (c)** at page No. 114-149. The other information regarding the organisation, according to the said check list has also been prepared and is placed as **Annexure-IV (d)** at page No. 150-158.

THE FINANCE COMMITTEE MAY KINDLY CONSIDER THE PROPOSAL AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS.

ITEM NO.F.13.6 TO CONSIDER REVISED T.A. RULES FOR TRAINEE PARTICIPANTS, DELEGATES, EXPERTS, AND INSTITUTE EMPLOYEES FOR CONDUCTING SHORT TERM COURSE WORKSHOPS, SEMINARS, CONFERENCES, MEETINGS ETC.

In pursuance of acceptance of the recommendations of the 6th Pay Commission relating to T.A. entitlement to the Government employees, the Government of India Ministry of Finance, Department of Expenditure have notified new T.A. Rules vide their O.M.No.F./No.19030/3/2008-E.IV dated 23.09.2008. A copy of the revised T.A. Rules is placed at page Nos. 159-165 as **Annexure-V(a)**. Subsequently, the Government of India, Ministry of Finance, Department of Expenditure vide their O.M.No.F.No.7(1)/E.Co-ord/2008 dated 01.10.2008 issued supplementary guidelines on expenditure management –economy measures and rationalization of expenditure, in this regard. A copy of these guidelines is placed at page No.166 as **Annexure-V(b)**.

Consequent upon revision of T.A. Rules, it has become necessary to review / revise the T.A. Rules of the institute which are applicable to the trainees, participants, delegates, experts, and institute employees for conducting short term course workshops, seminars, conferences, meetings, etc. Therefore, a Committee was constituted at the institute level to review / revise the T.A. Rules. The recommendations of the committee are placed at page Nos. 167-171 as **Annexure- V-(c)**.

A gist of existing and proposed T.A. Rules is as under :-

I. RULES FOR PARTICIPANTS / DELEGATES

DEFINITIONS :

Participants / Delegates

Those persons who will attend the Institute programmes either on invitation as a sponsored candidate, who may or may not contribute during the programme will be known as Participant or Delegate to the STC / Workshop / Conference / Seminar etc.

Experts

Those persons who will be invited specifically to contribute as an Expert in the institute Workshops / STCs / Seminars / Summer / Winter Schools / Conferences

Seminars / Selection Committee or other administrative meetings of the institute will be known as Experts.

RULES FOR PARTICIPANTS / DELEGATES

(A) For Programmes at the Institute :

(a) TRAVELLING ALLOWANCE

Existing	Proposed
Actual fare as per their entitlement under the Central Govt TA Rules restricted to train fare of AC 2 tier.	Fare limited to 2 nd AC for Professors / Principals / Directors, for others 3 rd AC / AC Chair Car or the entitled class or actual, whichever is the least.

(b) DEARNESS ALLOWANCE :

1/4 th DA as per their admissibility. Besides free boarding and lodging by the institute.	No DA will be permissible. However, free boarding and lodging will be provided by the Institute. There will no financial liability of the institute for participants staying outside on their own.
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(c) LOCAL CONVEYANCE

Local mileage was restricted up to Rs.50 for both the ways at their respective H.Q. and Rs.50 for both ways at the place of training. Local participants were not eligible for any local mileage both at Chd or at outside venues.	Limited to Rs.150/- at all places on production of bill once separately for inward and outward journey. To be regulated according to the distance covered as per TA Rules ., AC Taxi will not be permissible in any case. No local mileage to local trainees / participants.
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(d) FOOD BILLS :

Not exceeding Rs.55/- per day / participant.	Maximum Rs.160/- per day / participant. Further break up will be as under :- - Tea (3 times) : Rs.10 - Breakfast : Rs.35 - Lunch : Rs.50 - Dinner : Rs.65
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(B) FOR PROGRAMMES AT OUT STATIONS :

(a) TRAVELLING ALLOWANCE

Existing	Proposed
Actual fare as per their entitlement under the Central Govt TA Rules restricted to train fare of AC 2 tier. (F.56.3) (B.90.12) held on 25.09.2001.	Fare limited to 2 nd AC for Professors / Principals / Directors, for others to 3 rd AC / AC Chair Car or the entitled class or actual, whichever is the least.

(b) DEARNESS ALLOWANCE :

Full D.A. as per their entitlement under Central Govt Rules . However, lunch was provided @ Rs.50/- per person, which was deducted from the D.A. paid to the participants.	No DA will be permissible. The Coordinating institute will make all efforts to provide free lodging otherwise free boarding and lodging will be arranged by the institute in consultation with the coordinating institute, preferably in the Guest House, Hostel, Rest House and Circuit House, etc. If such arrangements is not possible, then on confirmation, anywhere else, subject to availability of budget with a maximum limit of Rs.500/- per day / person at Y & Z category stations and Rs.750/- per day / person at X category stations.
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(c) LOCAL CONVEYANCE

Local mileage was restricted up to Rs.50 for both the ways at their respective H.Q. and Rs.50 for both ways at the place of training. Local participants were not eligible for any local mileage both at Chd or at outside venues.	Limited to Rs.150/- at all places on production of bill (once separately for inward and outward journey). To be regulated according to the distance covered as per TA Rules, AC Taxi will not be permissible in any case. No local mileage to the local participants.
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(d) FOOD BILLS :

Not exceeding Rs.85/- per day / participant.	Maximum limit Rs.200/- per person / day.
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Note :

1. In case of use of own vehicle from out-station, mileage allowance will be permissible as per TA Rules with Director's permission, otherwise maximum limit of entitled class as stated above, whichever is lowest, will apply.
2. Local mileage by own vehicle as per TA Rules , subject to above stated maximum limits.

II. RULES FOR EXPERTS

(a) TRAVELLING ALLOWANCE

Was paid actual T.A. restricted to their entitlement as per T.A. Rules .	As per their entitlement according to TA Rules . Economy measures as per guidelines of the Central Government issued from time to time will however, be applied.
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(b) DEARNESS ALLOWANCE :

D.A. as permissible under Central Govt Rules was provided.	Free boarding and lodging will be provided / arranged by the institute.
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(c) LOCAL MILEAGE :

As per entitlement under T.A. Rules.	As per entitlement under T.A. Rules.
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(d) FOOD BILLS :

D.A. was permissible under Central Govt Rules was provided.	As per entitlement under T.A. Rules .
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(e) HONORARIUM :

Rs.750/- per day.	As per specific norms, if laid down by the funding agency. If funded by the institute, Rs.3000/- per day for faculty from IIT / IIMs & Rs.1500/- per day for other institutions.
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Outside experts for STC were paid Rs.300/- per hour with maximum ceiling of Rs.900/- per day and Rs.4000 per week for each short term course.	For delivering lectures by faculty from IIT / IIM @ Rs.1000/- per hour subject to maximum Rs.3000/- per day and other organizations Rs.500/- per hour subject to maximum of Rs.1500/- per day. Weekly limit in both cases will be Rs.6000/-.
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	Practical classes by the outside non-faculty experts will be paid Rs.200/- per hour, limited to Rs.600/- per day.
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The Principal / local coordinator from the Polytechnic side would be entitled to an Honorarium of Rs.700/- per week for one week course and Rs.1,000/- for a course of duration 2-3 weeks. The services of ancillary staff at the host Polytechnic may also be engaged against payment not exceeding Rs.500/- per one week course and Rs.700/- for course of duration 2-3 weeks.	Local coordinator Rs.1000/- per week and ancillary staff Rs.750/- per week.
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INAUGURATION / VALEDICTION :

Rs.5/- per head vide Item No.F.1.7 held on 18.06.2004.	Rs.20/- per person per program.
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RULES FOR INSTITUTE EMPLOYEES

The institute employees while conducting programs at out-stations will follow the economy measures issued by the Central Government from time to time. They will be paid TA / DA as per their entitlement, if no specific arrangements of boarding and lodging are made by the institute.

Travelling by Air only by economy class to the entitled employees. In case where the institute employees are allowed by the Director to travel daily from the institute to the place of the program and back, they will be paid TA / DA as per their entitlement under the TA Rules .

IMPORTANT NOTES

1. Prescribed specific norms for participants / delegates or experts for summer winter school programmes, if specially laid down by the sponsoring organization will be followed.
2. All the above said Rules are further restricted to entitlement of any person under the T.A. Rules . In other words, if no case TA / DA more than the entitlement under the TA Rules will be permissible to anyone.
3. Guidelines of the Central Government regarding economy measures etc. will continue to be followed by the institute.
4. Any amendment to the T.A. rules by the Central Govt. will be followed by the institute.

**THE FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE
SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS.**

ITEM NO.F.13.7 TO CONSIDER DECLARATION OF GOODS INCLUDING EQUIPMENT, FURNITURE ETC. AS OBSOLETE OR UNSERVICEABLE.

Physical verification of goods including equipment and furniture etc. of the institute is conducted at the end of each financial year as per provisions of GFR 192(1), 192(2) & 192(3). For conducting physical verification, various committees of officers of the institute are constituted at Institute level. Accordingly the physical verification was conducted at the end of the financial year 2007-2008. Physical verification reports submitted by the committees are attached as **Annexure-VI (a)** at page Nos.172-236 for perusal.

The committees have recommended that the goods including equipment & furniture items to the extent indicated below have become unserviceable/obsolete and as such be declared so.

Sr. No.	Name of the Department/ Laboratory	Year of Purchase		Book Value		Total Amount	
		From	To	Rs.	P	Rs	P

1. ELECTRICAL ENGG. DEPTT.

a)	Electrical Engg.	1971-2002					
b)	Laboratory	1985-2007		2,02,718.00			
	Electrical Mtc. Section						2,38,969.67
					36,251.67		

2. MECHANICAL ENGG. DEPTT.

a)	Refrigeration & A/c Lab.	1976-1995		4,489.25			
b)	AC Plant	1998 -		1,59,600.00			
c)	CAD/CAM Laboratory	1993-1995		15,090.00			
d)	Drawing Material with Draftsman	1971-1982		785.65			1,79,964.90

3. ELECTRONICS & COMM. ENGG. DEPARTMENT

a)	PC Networking	1996-2005		6,12,925.90			
b)	Laboratory	1999-2002		4,77,703.05			
c)	DSP Laboratory	1982-2002		62,455.62			
	Digital & Microprocessor Comm. Lab. & Tools						
d)	Eltx. Workshop	1999-2001		2,79,379.00			14,32,463.57
	Electronics Service Centre						

4. TELEPHONE MTC. SECTION		1993-1997		13,867.00			13,867.00
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C/F Rs. 18,65,265.14

Sr. No.	Name of the Department/ Laboratory	Year of Purchase		Book Value		Total Amount
		From	To	Rs.	P	Rs
						B/F Rs. 18,65,265.1
5.	COMPUTER SCIENCE DEPARTMENT	1984-2006		14,88,979.23		14,88,979.23
6.	ETV DEPARTMENT					
a)	Tool & Impliment Register	1983-		12,659.55		
b)	ETV Studio Register I A	1989-2000		36,547.40		
c)	ETV Studio Register I	1983-1988		1,66,768.04		
d)	Audio Video Workstation Lab.	2001-2003		56,585.00		
e)	ETV Post Production	1985-1988		92,960.00		
f)	ENG Laboratory/Store	2000-2002		66,500.00		
g)	Graphic Section	1986-1994		2314.09		4,34,334.0
7.	EDUCATION & EDUCATIONAL MGT.	1997-2000		1,01,249.00		1,01,249.0
8.	APPLIED SCIENCE DEPARTMENT	1970-2002		26,596.67		26,596.6
9.	HOSTEL	1969-2002		92,323.80		92,323.8
10.	ESTATE DEPARTMENT					
a)	Campus Maintenance	2006-2007		1170.00		
b)	Building Maintenance	2002-2007		610.40		
c)	Estate Office	1997-2003		65,239.00		
d)	Tool & Plants	1998-2007		7149.15		74,168.5
11.	CENTRAL STORE					
a)	Office	2000-2003		98,385.00		
b)	Stores Items	1991-2004		2,158.30		1,00,543.3
12.	MEDIA CENTRE					
a)	Photography Section	1971-1986		96,732.61		
b)	Resource Centre	1987-1998		77,930.00		
c)	Duplication Section	1971-1986		1,15,757.38		
d)	DTP Lab	1991-1999		2,59,396.00		
e)	Production Centre	1982-1991		96,197.56		6,46,013.5
13.	CURRICULUM DEV. CENTRE	2001-2004		1,01,790.00		1,01,790
						C/F Rs. 49,31,263.32

Sr. No.	Name of the Department/ Laboratory	Year of Purchase		Book Value		Total Amount	
		From	To	Rs.	P	Rs	P

B/F Rs. 49,31,263.32

14.	LIBRARY	1986-2002		1,24,949.99		1,24,949.99	
15.	ESTT. SECTION	1999-		6,426.00		6,426.00	
16.	BOARD SECTION	2000-		59500.00		59,500.00	
17.	BUDGET & ITA ACCOUNTS SECTION	1998-2003		90,480.00		90,480.00	
18.	ACADEMIC CELL	2001-		34,799.00		34,799.00	
19.	FURNITURE	1969-2002		25,235.18		25,235.18	

Total Rs. 52,72,653.49

The goods of the Electrical Engineering Department, Electronics & Communication Engineering Department, Computer Science Department, ETV Department, Central Store, Media Centre and Board Section noted at Sr. No.1,3,5,6,11, 12 & 16 above, which were recommended for declaring obsolete/unserviceable, were costing Rs.44,00,803.40. It included costly items costing Rs.22,28,137.55. Since the value of such equipment was very high, therefore, another committee with two outside experts was constituted vide Office Order No.179 dated 29.12.2008 to consider recommendations of the Physical Verification Committees of the institute. The recommendations of the said committee are also enclosed as **Annexure-VI(b)** at **page No.237-239**. The committee has also recommended to declare costly quipment items of Rs. 22,28,137.55 as obsolete/unserviceable.

In addition to the above, Physical Verification of Stores has also revealed that the following items of equipment received by the Institute as part of the foreign UNDP, have damaged and need to be written off. This equipment was received in the year 1986.

**EQUIPMENT RECEIVED UNDER UNDP
AS FREE GIFT**

VALUE

- | | |
|--|---------------------|
| 1. ETV DEPARTMENT
(FILM PRODUCTION PROJECT) | 1340 (Deutche Mark) |
|--|---------------------|

Total 1340 (Deutche Mark)

(Conversion rate of one Deutche Mark = Rs.5.73) = Rs.7678.20 paise

(Conversion Value is that which was prevalent at the time of receipt of equipment. Physical Verification Committees have also recommended that the above noted equipment gifted by foreign government may be written off. Physical verification report in this regard is attached as **Annexure-VI(c) at page no.240.**

After declaring the above noted goods costing Rs.52,80,331.69 as obsolete/unserviceable, the same will be disposed of by way of public auction/sealed bids and the sale proceeds thereof will be deposited into the institute accounts. The same will also be cleared from the Stores, Accounts of the institute.

It is certified that:

1. there is no loss of goods due to theft ; and
2. the physical verification reports do not disclose any defect in the system or serious negligence, fraud or mischief on the part of any employee of the Institute.

It is proposed that the unserviceable, obsolete equipment/furniture etc. as indicated above, whose book value is as under, be declared so, for disposal.

	<u>Rs.</u>	<u>P</u>
1. Equipment items including Furniture (as per details above)	52,72,653.4	
2. Foreign Equipment gifted under UNDP (1340 Deutche Mark) (as per details above)	7678.20	

Total 52,80,331.69

THE FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS, REGARDING DECLARATION OF THE ABOVE NOTED GOODS COSTING Rs.52,80,331.69 AS OBSOLETE/UNSERVICEABLE.
