

**AGENDA FOR THE
EIGHTEENTH MEETING OF FINANCE COMMITTEE
TO BE HELD ON 09.11.2010
AT 11.30 AM
IN THE BOARD ROOM OF THE INSTITUTE**

C O N T E N T S

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ITEM NO. F. 18.1 TO CONFIRM THE MINUTES OF 17TH MEETING OF FINANCE COMMITTEE HELD ON 28.07.2010 AND TO REPORT ACTION TAKEN THEREON.

(a) The minutes of the 17th meeting of Finance Committee of the Institute, held on 28.07.2010, were circulated amongst all its members vide institute letter No.NITTTTR/Board/17th-Minutes/15829-15847 dated 13.08.2010 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure-I** (page Nos.01 to 04). Since no comments have been received from any of the members, the same may be confirmed as recorded.

(b) FOLLOW UP of items of previous meeting (s) :

Minutes of the last meeting	Follow up
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Against

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

This may be followed up with the Ministry.

As advised by FC & BOGs the matter is being pursued with MHRD, but with no avail. Last reminder was sent vide letter No.NITTTTR/Admn/D-30/RA/23461 dated 29.09.2010.

Against

ITEM NO F 13.6 TO CONSIDER REVISED TA RULES FOR TRAINEES, PARTICIPANTS, DELEGATES EXPERTS AND INSTITUTE EMPLOYEES FOR CONDUCTING SHORT TERM COURSES WORKSHOPS, SEMINARS CONFERENCES, MEETINGS ETC

Chairman desired that information regarding the above may be sought from sister institutions.

The information has been collected from other NITTTTRs. It is further informed that MHRD vide letter No.7-9/2009-TS.IV dated 30.06.2010 stated that the respective BoGs of autonomous bodies should judiciously decide the quantum of Honorarium.

A chart showing details of honorarium being paid by all NITTTTRs and also proposed

rates by NITTTTR Chandigarh vide item No.F.13.6 is attached as **Annexure-II** at page no.5 to 6.

Also the said issue had been discussed in the 3rd meeting of the Directors of NITTTTRs, held on 18.03.2010 at NITTTTR, Bhopal, vide item no.10 whence it was decided that honorarium may be paid at uniform rates as under:

- i) External faculty / Expert : Rs.1000/- per hr. & Travelling allowance/ Food charges as per norms.
- ii) Sitting Fee :
 - a) For attending selection Committee meeting : Rs.3000/-per meeting
 - b) For other meetings : Rs.2000/- per day

Extract of minutes of Item No. 10 of Inter-NITTTTR-Director's meeting held on 18.03.2010 at NITTTTR, Bhopal are enclosed as **Annexure-III** at page no.7.

Against
ITEM NO F 16.6 **TO CONSIDER DECLARATION OF GOODS INCLUDING EQUIPMENT, FURNITURE ETC AS OBSOLETE OR UNSERVICEABLE**

Recommended.

Noted

Against
ITEM NO F 16.7 **TO CONSIDER AMENDMENT OF RECRUITMENT RULES OF THE INSTITUTE RELATING TO PROMOTION OF NON-TEACHING EMPLOYEES**

Recommended.

Noted

Against
ITEM NO. F. 17.2.1 **TO CONSIDER AND RECOMMEND RATIFICATION OF THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE FINANCIAL YEAR 2009-10 APPROVED BY THE CHAIRMAN, BOGS**

The committee recommended to the Board for ratifying the annual accounts. Chairman desired that from now on meeting of Board of

Noted

Governors may be held well in advance and prior to the placement of annual accounts.

Against

ITEM NO. F. 17.2.2 TO CONSIDER REPORT ON THE AUDIT OF SERVICE TAX OF THE INSTITUTE FOR THE YEAR 2009-10 (UP TO SEPTEMBER, 2009)

Chairman desired in future such type of irregularity should be avoided and the service tax should be paid well in time.

Noted

Against

ITEM NO.F.17.2.3 TO CONSIDER ENHANCEMENT AND GRANT OF FIXED MEDICAL ALLOWANCES TO THE CENTRAL GOVERNMENT PENSIONERS RESIDING IN AREAS NOT COVERED UNDER CGHS

The committee considered the proposal and recommended to the Board of Governors for adoption of the order of the Government of India in its entirety.

Noted

Against

ITEM NO.F.17.2.4 TO CONSIDER MEDICAL AID TO RETIREES

The committee while considering the recommendations at Sr. No 1 and 2 of the committee appointed for this purpose, suggested that the institute may obtain the necessary information from other NITTTRs. Regarding the third point, the committee suggested to explore how many of the pensioners actually want to opt consulting the Medical Officer of the institute free of cost foregoing their fixed medical allowance. The collected information may be placed before the next meeting of the Finance Committee.

To enquire medical aid to retirees at other NITTTRs, letter sent to all NITTTRs vide this institute's letter No.NITTTR/Board/B.F.17.2.4/21244-21246 dated 23.09.2010. Only NITTTR Bhopal has informed that their organisation is making payment of Rs.300/- as medical allowance to the retirees. Information from other NITTTRs have not been received so far.

Regarding the third point of the agenda, a letter has also been sent to President, Welfare Society of Retired Employees vide letter no. NITTTR/Board/F.17.2.4/M-1/19252 dated 10.09.2010. No reply has been received so far.

Against

ITEM NO.F.17.2.5 TO CONSIDER THE ENHANCEMENT OF HONORARIUM PAID TO M.TECH / M.E. THESIS EXAMINERS

The committee suggested that the institute may seek information regarding the above matter from other NITTTRs, PEC University of Technology and Panjab University and place that before the next meeting of the Finance Committee.

A comparative chart showing rate of Honorarium being paid by different organizations is attached as **Annexure-IV** at page No. 8.

Against

ITEM NO.F.17.2.6 TO REVIEW DELEGATION OF POWERS OF THE DIRECTOR

Chairman suggested that this item may be put up to the Board of Governors when the representative of MHRD is present.

Please see item No.F.18.2.1

ITEM NO.F.17.2.7 TO CONSIDER COLLABORATION AGREEMENT WITH THREE UNIVERSITIES OF UKRAINE, EUROPE

The committee suggested that the institute may prepare detailed terms and conditions for this collaborative project in consultation with the universities concerned and place them before the Finance Committee in its next meeting.

As suggested by the committee, the terms and conditions for collaboration of National Institute of Technical Teachers' Training & Research and various Technical Institutions Chandigarh / Universities of Ukraine has been prepared. The terms and conditions are attached as **Annexure-V**, at page nos.9 to 10.

ITEM NO. 18.2 ITEMS FOR CONSIDERATION

ITEM NO.F.18.2.1 TO REVIEW DELEGATION OF POWERS OF THE DIRECTOR

An item bearing No.F.17.2.6 on the subject cited above was placed before Finance Committee in its 17th meeting held on 28.07.2010. The Chairman suggested that this item may be put up to the Board of Governors when the representative of MHRD is present. It may be mentioned here that the said item was placed before the BoGs in its 16th meeting vide item No.B.16.4.3 which was deferred. Item to review delegation of Powers of the Director is as under:

The Memorandum of Association of NITTTR Chandigarh, at Sr. No.2 provides Society's Objectives. Further, Sr.No.2 (xxii) (c) further mentions :

“to delegate all or any of its power to the Board of Governors of the institute. The Board may in turn delegate some of its powers to any of the committee or committees constituted by it, or to any officer of the Society.”

Rule 15 of Rules and Regulations of NITTTR Chandigarh Society defines the roles & responsibilities of 'Director'. Further Rule 15(E) provides that 'Director shall have such other powers and perform such other duties as may be delegated or assigned to him by the Board'.

The Board of Governors in its 94th meeting held on 06.03.2003 vide item No.B.94.18 reviewed the delegation of powers. It has been felt that the powers of the Director may be reviewed as the Institute status has been upgraded to the level of National Institute from the year 2003. Moreover, the prices of store articles / goods have escalated manifold since the time such delegation was approved last.

Therefore, the powers of the Director have been reviewed and a proposal for revision of delegation of powers is placed at **Annexure-VI** at page Nos.11 to 26 for consideration.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE RECOMMENDATIONS TO BOARD OF GOVERNORS

ITEM NO.F.18.2.2 TO CONSIDER REVISED BUDGET ESTIMATES OF THE INSTITUTE FOR 2010-11 AND BUDGET ESTIMATES FOR 2011-12

The Revised Budget Estimates of the institute for the financial year 2010-11 and Budget Estimates for 2011-12, are attached in a separate booklet as **Annexure-VII**. A summary of these estimates is as under :

(Rupees in lakh)

A	Non Plan	BE 2010-11	RBE 2010-11	BE 2011-12
	Recurring	1121.08	1827.15	1788.19
	Less estimated Income	258.50	207.50	228.25
	Total Non Plan	862.58	1619.65	1559.94
B	Plan (General)			
	Recurring	385.52	367.02	392.04
	Non Recurring	1097.43	1070.22	1346.69
	Total	1482.95	1437.24	1738.73
	Less Estimated Income	27.50	48.37	48.70
	Total	1455.45	1388.87	1690.03
C	Plan –Creation of Capital Assets	0.00	1020.00	50.00
D	Plan -(OSC)-OBC			
	Non Recurring	65.00	75.65	0.00
	Total (C+D))	65.00	1095.65	50.00

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

ITEM NO.F.18.2.3 TO CONSIDER THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2009-10

The Annual Accounts for the year 2009-10 were placed before Finance Committee / Board of Governors in its 17th meeting held on 28.07.2010 vide item No.F.17.2.1 which were duly approved by the Board of Governors. The Annual Accounts of the Institute for the year 2009-10

were audited by the Principal Accountant General (Audit), Punjab & U.T. Chandigarh, from 23.07.2010 to 04.08.2010. The Audit Certificate is still awaited. The Institute is pursuing for the same regularly. In case this certificate is received by the time of the meeting, the same will be placed before the Finance Committee for consideration and suitable recommendations to the Board of Governors. The audit certificate will be incorporated in the Annual Report of the Institute for the year 2009-10, before its submission to the Ministry.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE
RECOMMENDATIONS TO BOARD OF GOVERNORS

**ITEM NO.F.18.2.4 TO CONSIDER AUDIT AND INSPECTION REPORT
OF THE INSTITUTE FOR THE YEAR 2009-10**

The Audit of records / expenditure / proprietary Audit of accounts of the Institute for the financial year 2009-10 has been taken up by the office of the Principal Accountant General(Audit), Punjab & U.T. Chandigarh, w.e.f. 12.10.2010 which is expected to be completed during this month. The Audit and Inspection report shall be placed after its completion. The same will be presented to the Finance Committee / Board of Governors at the time of meeting, if available.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE
RECOMMENDATIONS TO BOARD OF GOVERNORS

**ITEM NO.F.18.2.5 TO CONSIDER STATUS REPORT ON PROGRESS
OF EXPENDITURE UNDER PLAN (GENERAL),
NON-PLAN AND PLAN – (OSC)OBC SCHEME
DURING THE FIRST QUARTER OF THE
FINANCIAL YEAR 2010-11**

The status report of expenditure incurred by the Institute under Plan (General), Non Plan and Plan-(OSC)-OBC scheme up to 2nd quarter ending 30.9.2010 of the financial year 2010-11 is as under:

Position at the end of Second quarter i.e. on 30.9.2010

(Rupees in lakh)

Particulars	Plan (General)	Non Plan	Plan (OSC)- OBC
	Non-recurring/ Recurring	Recurring	Recurring/ Non Recurring
Balance as on 1.4.2009	125.52 + 37.00 ----- 162.52	320.98	194.09
Grant-in-aid received up to 30.9.2009	112.50	458.86	0.00
IRG up to 30.9.2010	5.99	123.95	0.00
Total amount available as on 30.9.2010	281.01	903.79	194.09
Expenditure incurred till 30.9.2010	252.28	846.45	2.21
Unspent balance as of 30.9.2010	28.73	57.34	191.88

Note:

- (a) Grant of Rs. 37.00 lakh under Plan scheme for the year 2009-10 was actually received in Institute's bank account on 3.4.2010, which is included above.
- (b) Unspent balance in the beginning of 1st quarter under Plan and Non Plan scheme includes IRG of Rs. 43.94 lakh and Rs. 155.13 lakh respectively.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE RECOMMENDATIONS TO BOARD OF GOVERNORS

ITEM NO.F.18.2.6 TO WRITE OFF 51 OLD COMPUTERS PURCHASED DURING 2001 TO 2003 AND TO CONSIDER DONATING THE SAME TO GOVERNMENT ORGANISATIONS.

An item No.B.17.3.7 was placed before the Board of Governors for donating the old computers to government organisations. The Board resolved as under :

“The Board agreed to the proposal but advised that the computers may be given only to the Government institutions after obtaining a request from them. Before it is done, the Board suggested that the value of these computers may be assessed to see if the written off amount is within the power of Director to write the items off. Otherwise, a proposal may be put up to the Finance Committee for its consideration.”

A list of computers to be written off is attached as **Annexure-VIII** at page No.27. The value after depreciation comes to Rs.1108.98 paise (say Rs.1109/-). There is no power with the Director to write off goods as per delegation of powers. A committee was constituted for the purpose to write off the said 51 computers. The recommendations of committee is placed as **Annexure-IX** at page No.28.

THE FINANCE COMMITTEE MAY CONSIDER TO WRITE OFF OF ABOVE 51 COMPUTERS WORTH RS.1109/- AND FURTHER RECOMMEND TO BOARD OF GOVERNORS FOR DONATING THE SAME TO GOVERNMENT INSTITUTIONS.

ITEM NO.F.18.2.7 TO CONSIDER NATIONAL SKILL DEVELOPMENT PROGRAMME

The Director, National Institute of Technical Teachers Training and Research, Chennai has addressed a letter (bearing No.NITTTR/NSDM-BE/2010/1450 dated 17.9.2010) to the Ministry of Human Resource Development, New Delhi, which is endorsed to this Institute, regarding National Skill Development Programme requesting the Ministry for sanctioning a total budget grant of Rs.34.30 crores for all the four NITTTRs during the Financial Year 2010-11. Copy of the said letter dated 17.09.2010 is attached as **Annexure-X** at page no.29 to 30. The budget estimate for this Institute for implementation of this programme has been proposed for Rs.8.575 crores. The Ministry has, however, not sent any sanction or communication to this Institute. A copy of minutes of the meeting of all the Directors of four NITTTRs, Secretary, Joint Secretary in MHRD and some other officers held on 14.5.2010 in the Ministry is attached with NITTTR, Chennai's above referred letter dated 14.5.2010 which throws light on the contribution of NITTTRs in Skill Development

Mission of Government of India. Copy of minutes of the meeting is attached as **Annexure-XI** at page no.31 to 32 . As discussed in the said meeting, NITTTRs can choose 2-4 Skill Sectors for developing training modules, training of master-trainers and developing assessment and certification mechanism for the same. Time limit for developing the same is about six months.

These activities would require funds to cover remuneration to experts, travel expenses, working lunch, stationery and engaging of manpower (teacher guides, DTP Assistants/operator), etc.

The Institute has included this programme in its Operation Plan and assigned OP N0.5.22 (a), (b), (c),(d) and (e). However, Ministry's sanction and grant for the programme is awaited. The matter is being Coordinated for all the four NITTTRs by NITTTR, Chennai.

Till the grant is received from the Ministry, the Institute may meet the expenses for this programme, out of IRG, if available.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE RECOMMENDATIONS TO BOARD OF GOVERNORS

ITEM NO.F.18.2.8 TO CONSIDER ADDITIONAL AND ESSENTIAL WORKS - TO BE UNDERTAKEN UNDER OBC SCHEME

Out of the sanctioned amount of Rs. 1213 lacs for the project of construction of new hostel blocks (for boys and girls) and lecture hall complex, CPWD has indicated that there will be a savings to the tune of Rs. 111.00 lacs, after clearing all outstanding liabilities, as per the details given below:

Sanctioned amount for the project:	Rs. 1213.78 lacs
Money already given to CPWD:	Rs. 1021.89 lacs
Balance amount from the sanctioned amount :	Rs. 191.89 lacs

Outstanding liabilities (as indicated by CPWD) : Rs. 80.89 lacs

So, the savings from the sanctioned amount:
after clearing all the out-standing bills Rs. 111.00 lacs

The Building and Construction Committee of the institute proposes to undertake following additional and essential works from the savings of the Rs. 111.00 lacs (as indicated above) under OBC scheme:

1. Development of Language-cum-Communication Skill Lab
2. All-weather connectivity to the newly constructed boy's hostels
3. Wire-mesh shutter towards the corridor side in new hostels
4. Developing temporary shed and platform in the newly constructed kitchen
5. Construction of open-air theater
6. Renovation of the Institute buildings in phases
7. Facelift of the institute
8. Developing athletic track

FINANCE COMMITTEE MAY CONSIDER THIS PROPOSAL FOR THE ABOVE MENTIONED WORKS AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS FOR ALLOCATING SAVINGS FOR TAKING UP THE JOBS AGAINST ALL THE ABOVE SERIALS