

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH, CHANDIGARH

AGENDA FOR THE 25TH MEETING OF THE FINANCE COMMITTEE
TO BE HELD ON 26.04.2013 AT 11.30 A.M.

ITEM NO. F. 25.1 TO CONFIRM THE MINUTES OF 24TH MEETING OF FINANCE COMMITTEE HELD ON 19.10.2012

The minutes of the 24th meeting of the Finance Committee of the Institute, held on 19.10.2012, were circulated amongst all its members vide institute letter No. NITTTR / Board / 26th – Minutes / 30254-70 dated 28.12.2012 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure - I** (page Nos.01 to 05). Since no comments have been received from any other member, the same may be confirmed as recorded.

ITEM NO.F.25.2 TO NOTE THE ACTION TAKEN ON THE DECISIONS MADE IN THE 24TH MEETING OF THE FINANCE COMMITTEE HELD ON 19.10.2012

S.No.	Item	Action Taken
F.24.1	To confirm the minutes of 23 rd meeting of Finance Committee held on 23.06.2012 and to report action taken thereon The minutes were confirmed as recorded	Noted
F.23.2.1	To consider creation of endowment fund out of internal revenue of the institute The item was discussed at length and it was decided that institute may go in for creation of endowment fund out of internal revenue of the institute to an extent of 50% of the total IRG.	The Finance Committee and the Board of Governors in their meeting held on 19.10.2012 and 27.11.2012 (vide item No. F.23.2.3 and B.26.4.1 respectively), approved that the Institute may go in for creation of Endowment Fund out of internal revenue of the Institute to an extent of 50% of the total IRG. The decision has been intimated to MHRD vide Institute letter No. No. NITTTR/B&ITA/ENDFund/33279 dated 21.1.2013 for their approval as per Rule 18 of the Memorandum of Association of NITTTR, Chandigarh Society. Reply from the Ministry is awaited.

F.23.2.3	<p>To consider and approve the annual accounts of the institute for the financial year 2011-12.</p> <p>The corrections carried out in the Annual Accounts for the year 2011-2012 was considered by the Finance Committee and Revised accounts were approved.</p>	Noted
F.24.3.1	<p>To consider and approve for purchase of staff car through institute IRG</p> <p>The item was withdrawn at the time of meeting.</p>	Noted
F.24.3.2	<p>To consider status report on progress of expenditure under Plan (General)-Recurring, Plan (Non-Recurring) - Creation of Capital Assets and Non Plan (Recurring) scheme at the end of 2nd quarter i.e. 30.9.2012</p> <p>The status report of expenditure incurred by the Institute under Plan (General)-Recurring, Plan-(Non-Recurring)-Creation of Capital Assets and Non Plan scheme up to end of 2nd quarter i.e. 30.9.2012 of the financial year 2012-13 was considered and approved.</p>	Noted
F.24.3.3	<p>To consider and approve the proposal of development plan of the institute for the next five years i.e. 2012 – 2017</p> <p>The proposal of Development Plan of the institute for the next five years i.e. 2012 – 2017 was considered and agreed in principle.</p>	Noted
F.24.3.4	<p>To consider Revised Budget Estimate of the institute for 2012-13 and Budget Estimates for the year 2013-14</p> <p>The Revised Budget Estimates of the institute for the financial year 2012-13 and Budget Estimates for the year 2013-14 were considered and approved by the Finance</p>	Noted

	<p>Committee. The Ministry representative advised the institute to prioritise its requirements. In addition he also conveyed that in case of any savings from the Budget of other institutions the funds allocation under Plan(NR)-Capital of the institute would be increased after reviewing the position in December, 2012.</p>	
F.24.3.5	<p>Payment of TA/DA to the teachers from private technical institutions</p> <p>The Member Secretary informed the Committee that Ministry of Human Resource Development, Department of Higher Education has directed the institute to conduct Induction Training programmes for training 20000 teachers of Polytechnics. He also informed about the status of Polytechnics and teaching positions in both Government (included aided institutions) and private sector and emphasised on the need of giving TA/DA to private institutions, as per the norms being followed by the institute for Government institutions, for fulfilling the above mandate of training of 20000 teachers. He informed the House that a request regarding this has already been sent to the Ministry for approval.</p> <p>On this issue, the Ministry representative informed that the matter is under active consideration of the MHRD and decision shall be conveyed to the institute soon.</p>	<p>The decision of Ministry of Human Resource Development, Govt. of India on the issue is still awaited.</p> <p>The institute vide letter No.NITTTTR/D/278 dated 1.4.2013 has again requested the Ministry to allow the institute to provide free boarding/lodging facility to the teachers from private / self financed institutions. The approximate expenditure for the same is Rs.1.63 crores. It is informed that Finance Committee had approved the proposal for making TA / DA payment to private institutes only for the financial year 2012-13. Same was approved by Board of Governors.</p>
F.24.3.6	<p>Payment of honorarium to the experts for preparing video packages</p> <p>The Finance Committee recommended to the Board of Governors for allowing payment of honorarium @ Rs.5000/- per package to the experts for preparing Video Packages.</p>	Noted

F.24.3.7	<p>Inclusion of induction training programme (operational plan no.1.2.180) in the annual operational plan for the year 2012-2013.</p> <p>The Finance Committee recommended to the Board of Governors for inclusion of induction training programme (Operational Plan No.1.2.180) in the Annual Operational Plan for the year 2012-2013.</p>	Noted
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ITEMS F.25.3 ITEMS FOR CONSIDERATION

ITEMS NO.F.25.3.1 TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN (GENERAL)-RECURRING, PLAN (NON-RECURRING) - CREATION OF CAPITAL ASSETS AND NON PLAN (RECURRING) SCHEME AT THE END OF 3rd QUARTER i.e. 31.12.2012 OF FINANCIAL YEAR 2012-13

The Status report on progress of expenditure under Plan-(Non-Recurring)-Creation of Capital Assets, Plan (General)-Recurring and Non-Plan (Recurring) schemes at the end of 3rd quarter i.e. 31.12.2012 of the financial year 2012-13 is as under:

A – Position upto 31.12.2012			(Rupees in lakh)
Particulars	Plan-(General) Recurring	Plan-(Non-Recurring) -Creation of Capital Assets	Non Plan (Recurring)
Opening Balance as on 1.4.2012			
-Against Grant	61.52	17.04	229.32
-Against IRG	Nil	0.00	717.74
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Total	61.52	17.04	947.06
Grant-in-aid received upto 31.12.2012	50.00	210.00	575.00
IRG up to 31.12.2012	0.93	0.00	306.88
Total amount available	112.45	227.04	1828.94
Expenditure incurred upto 31.12.2012:			
- Salary	105.15	84.97	1079.14
- Non Salary	99.27	Nil	181.29
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Total	204.42	84.97	1260.43
Unspent balance as on 31.12.2012			
-Against Grant	(-) 91.97	142.07	(-)274.82
-Against IRG	0.00	Nil	843.33
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Total	(-) 91.97	142.07	568.51

B. Position up to February, 2013

Particulars	Plan-(General) Recurring	Plan-(Non-Recurring) -Creation of Capital Assets	Non Plan (Recurring)
Opening Balance as on 1.4.2012			
-Against Grant	61.52	17.04	229.32
-Against IRG	Nil	0.00	717.74
	-----	-----	-----
Total	61.52	17.04	947.06
Grant-in-aid received upto 28.02.2013	180.00	280.00	1225.00
IRG up to 28.02.2013	1.20	0.00	347.12
Total amount available	242.72	297.04	2519.18
Expenditure incurred upto 28.02.2013			
- Salary	126.27	118.55	1339.05
- Non Salary	145.90	Nil	182.00
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Total	272.17	118.55	1521.05
Unspent balance as on 28.02.2013			
-Against Grant	(-) 29.45	178.49	115.27
-Against IRG	0.00	Nil	882.86
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Total	(-) 29.45	178.49	998.13

The status report of expenditure upto 31.03.2013 will be submitted at the time of meeting

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE SUITABLE
RECOMMENDATION TO THE BOARD OF GOVERNORS

ITEMS NO.F.25.3.2 TO CONSIDER PAY PROTECTION OF Mr. TN THUKRAL CONSEQUENT UPON HIS APPOINTMENT AS ASSISTANT PROFESSOR, EDUCATION DEPARTMENT

In response to Institute advertisement, Shri TN Thukral had applied for the post of Assistant Professor in Education Department, through proper channel. The Interview for the said post was held on 30.4.2012 and Shri TN Thukral was selected as Assistant Professor in Education Department. The selection committee had recommended that he may be given the basic start as per rules.

Consequent upon his selection, he was offered the appointment to the post of Assistant Professor Education Department vide Institute appointment letter No.NITTR/Admn/E-1/PF/16637-16639 dated 3.8.2012 in the pay band of Rs.15600-39100 with AGP of Rs.6000/-

He joined Assistant Professor in Education Department of the institute on 3.8.2012(FN). Before joining this position, Shri Thukral was working as Research Assistant in the Curriculum Development Centre of the institution and was drawing Rs.34840/- as basic pay and Rs.6600/- as grade pay in the pay band of Rs.15600-39100. After joining Assistant Professor, he requested that his basic pay and grade pay with all past service benefits may be protected and new pay be fixed accordingly. The pay package of Shri Thukral before joining as Assistant Professor was as follows :

Basic pay of Rs.36210
AGP Rs.7600/-
Total = (Rs.36210 + 7600) = Rs.43810/-
DNI 1.7.2012.

It is worth mentioning here that the Grade pay of the Assistant Professor on which Shri Thukral has been appointed now is Rs.6000/- and the grade pay he was drawing on his previous position as Research Assistant was Rs.6600.

It is important to point out that the previous post of Research Assistant held by Shri Thukral was neither in the identical scale nor carried the same responsibilities. Since the rules are silent about protection of higher pay/academic grade pay, therefore, the matter was discussed in the Ministry by the worthy Director of the institute. The Ministry representative suggested to protect the pay as under :

Pay As Research Assistant	Rs.36210+7600	= Rs. 43810
Pay as Assistant Professor	Rs.15600+6000	= Rs. 21600
Difference in the pay	Rs.43810-21600	= Rs.22210/-
Pay Protection	Rs. 15600+6000	= 21600 +22210 PP

As per the directions of the director, before implementing the above pay package, the same was shown to Shri TN Thukral but he indicated that as it will lead to a loss of Rs.20000/- per month, the same was not acceptable to him. He thus has again requested that the matter be looked into again, considering the huge loss per month on this account.

THE FINANCE COMMITTEE MAY KINDLY ADVISE IN THE MATTER AND GIVE SUITABLE RECOMMENDATIONS

ITEM NO.F.25.3.3 TO CONSIDER DECLARATION OF GOODS INCLUDING EQUIPMENT, FURNITURE ETC. AS OBSOLETE OR UNSERVICEABLE

Physical verification of goods including equipment, 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 were constituted at the Institute level. Accordingly, for the last financial year, physical verification was conducted at the end of the financial year 2011-2012. Physical verification reports submitted by the committees are attached as **Annexure - II** at page Nos.6 to 117 for perusal.

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

Sr. No.	Name of the Deptt./ Laboratory	Year of Purchase From To	Book Value Rs. P	Total Amount Rs. P
1.	CIVIL ENGG. DEPTT.			
a)	Computer Application Lab.	1998-2006	1,07,660.00	
b)	Soil Engg. Laboratory	1974-2006	46,577.00	1,64,895.96
c)	Surveying Lab.	1970-1981	250.46	
d)	Concrete Technology Lab.	1971-2006	10,408.50	
2.	ELECTRICAL ENGG. DEPTT.			
a)	Electrical Machine Lab./ I&C Lab./Workshop	1971-2003	3,20,800.54	
b)	Electrical Mtc. Section	1983-1999	34,851.56	13,10,394.10
c)	Telephone Section	1994-2003	8,61,777.00	
d)	Power Electronics Lab.	1980-2002	92,965.00	
3.	MECHANICAL ENGG. DEPTT.			
a)	Machine Tools Lab.	1967-1998	11,331.62	
b)	Metrology Lab.	1967-2002	1,81,181.58	
c)	CAD/CAM lab.	1992-2007	10,43,839.45	19,60,067.21
d)	Refrigeration Lab.	1971-1996	31,114.97	
e)	Ref. & AC Mtc.	1981-1998	6,92,599.59	
4.	ELECTRONICS & COMM. ENGG. DEPARTMENT			
a)	Electronics Service Centre	1982-2005	1,70,249.28	
b)	PC Networking Laboratory	1999-2006	56,209.00	
c)	DSP Laboratory	1999-2008	5,48,789.35	11,21,253.13
d)	Comm. Laboratory	1990-2003	3,46,005.50	
5.	ETV DEPARTMENT			
a)	ETV Studio	1990-1995	7,79,689.02	
b)	Post Production	1988	1,60,428.00	
c)	ENG/EFP-Register-I	1986-2005	7,841.00	
d)	AICTE/EDUSAT Project	2007	37,950.00	11,74,961.32
e)	ETV/AV Workstation Lab.	2001-2003	1,77,062.78	
f)	Art Material Register	1985-1994	4,084.42	
g)	Audio Video Lab.	1987-1988	7,906.10	
6.	MEDIA CENTRE			
a)	Photography	1979-2002	1,07,669.91	2,54,725.91
b)	Photocopy Section	1986-2001	1,47,056.00	
7.	COMPUTER SCIENCE DEPARTMENT	1998-2007	20,65,912.00	20,65,912.00
8.	EDUCATION AND EDUCATIONAL MGT.	1998-2002	71,530.00	71,530.00
9.	GUEST HOUSE	1983-2002	89,621.26	89,621.26
			C/F Rs. 82,13,360.89	

Sr. No.	Name of the Deptt./ Laboratory	Year of Purchase From To	Book Value Rs. P	Total Amount Rs. P
				B/F Rs. 82,13,360.89
10.	ESTATE OFFICE Building /Campus Maintenance	1998	391.56	
		1983-2007	6,559.90	
		2007-2011	2,419.41	86,308.85
		2007	98.80	
		1977-1997	76,839.18	
11.	RURAL DEV. DEPTT.			
a)	Rural Sanitation and Environment Centre	2001	46,850.00	
b)	Rural Alternate Energy Centre	1999	1,200.00	1,79,957.07
c)	Rural Network Information Centre	200-2008	65,114.00	
d)	Rural Display Centre	1994-2004	46,075.63	
e)	Rural NC-I	1988-1993	20,717.44	
12.	EDIC DEPARTMENT	2002	5,000.00	5,000.00
13.	IMCO	2003	51,114.26	51,114.26
14.	ESTT. SECTION	1996-2003	1,90,904.10	1,90,904.10
15.	ACADEMIC CELL	1998-2008	2,835.00	2,835.00
16.	CENTRAL STORE	1988-2003	16,077.00	16,077.00
17.	APPLIED SCIENCE DEPARTMENT	1970-2002	27,869.55	27,869.55
18.	FURNITURE	1967-2002	1,51,812.39	1,51,812.39
	<u>SOFTWARE</u>			
1.	Electrical Engg. Deptt.	1999-2002	1,17,050.60	1,17,050.60
a)	(Electrical Machine Lab./ I&C Lab./Workshop)			
c)	Telephone Section	2007	14,850.00	14,850.00
2.	Mechanical Engg. Deptt.	1991-2001	274,852.00	274,852.00
b)	(Metrology Lab.)			
c)	CAD/CAM Lab.	2001-2005	6,88,100.00	6,88,100.00
3.	Electronics & Commn. Engg. Deptt.	1992-2002	2,28,331.12	2,28,331.12
b)				
4.	Computer Science Deptt.	2009	3,10,800.00	3,10,800.00
				Total Rs. 1,05,59,222.83

The goods of the Electrical Engineering Department, Mechanical Engineering Department, Electronics & Communication Engineering Department, ETV Department, Media Centre, Computer Science Department & Establishment Section noted at Sr. No.2, 3, 4, 5, 6, 7, & 14 above, which were recommended for declaring

obsolete/unserviceable, were costing Rs.97,12,201.37. It includes costly items (worth exceeding Rs.50,000/- each) costing Rs.60,07,469.11. Since the value of such equipment was very high, therefore, another committee with two outside experts was constituted vide Office Order No.285 dated 15.01.2013 to consider recommendations of the Physical Verification Committees of the institute. The recommendations of the said committee are also enclosed as **Annexure - III** at page Nos.118 to122. The committee has also recommended to declare costly equipment items of Rs. 60,07,469.11 as obsolete/unserviceable.

After declaring the above noted goods costing Rs.1,05,59,222.83 as obsolete/unserviceable, the same will be disposed off by way of public auction / sealed bids and the sale proceeds thereof will be deposited into the institute accounts. The list of goods will also be got cleared from the Stores and 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)	1,05,59,222.83	

	Total 1,05,59,222.83	

THE FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE
RECOMMENDATIONS TO THE BOARD OF GOVERNORS REGARDING DECLARATION
OF THE ABOVE NOTED GOODS COSTING Rs.1,05,59,222.83 AS OBSOLETE/UNSERVICEABLE.

ITEM NO.F.25.3.4 STATUS OF AUDIT OF ACCOUNTS & INSPECTION REPORT FOR THE YEAR 2011-12

There are 14 outstanding audit paras which are being pursued with the Audit office for settlement. The year - wise detail is as under:

<u>Year</u>	<u>No. of outstanding audit paras</u>
1995-96	1
2002-03	2
2004-05	1
2010-11	3
2011-12	7

Total	14

Annotated replies to audit paras have been sent to the office of the Principal Director of Audit (Central), Chandigarh vide this institute letter No. NITTTTR / B&ITA / Audit & Insp./ 2011-12/25713 dated 25.10.2012 (copy enclosed as **Annexure – IV** at page nos.123 to 145).

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE SUITABLE
RECOMMENDATION TO THE BOARD OF GOVERNORS

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**ITEM NO.F.25.3.5 TO CONSIDER AND APPROVE BUDGET EXPENDITURE FOR YEAR 2013-14
UNDER TEQIP – II PROJECT**

Vide letter No.NSC/MHRD/TEQIP-II/13/6019 dated 11.02.2013 NPIU has intimated that the Institute has been selected for participation in the TEQIP – II Project of Govt. of India, under sub component 1.1. Under this project, MHRD, Govt. of India, will provide Rs.10 Crores under different sub heads as given **Annexure - V** at page No.146. Rs. one crore has already been sanctioned for release as a part of the project. The NPIU asked for Monthly estimated Budget Expenditure for the Financial Year 2012-13, which was sent to them on 10.04.2013, after approval from internal budget committee for TEQIP Project. A copy of the monthly estimated budget expenditure for the financial year 2013 – 14 is given as **Annexure - VI** at page Nos.147 to 148.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE SUITABLE
RECOMMENDATION TO THE BOARD OF GOVERNORS

**ITEM NO.F.25.3.6 TO CONSIDER AND APPROVE THE RENOVATION OF AUDITORIUM AND
FACULTY / STAFF HOUSES**

RENOVATION OF AUDITORIUM

The auditorium of the institute was constructed 45 years back. The present condition of the auditorium is very poor because the ceiling at many places is sagging and wooden stage at many places is almost damaged by termites. All the chairs and other fittings need replacement as these are in use since inception of the auditorium. Keeping these facts in mind major renovation is required to avoid any mishappening due to the poor condition of the auditorium. The estimated cost for renovation is about Rupees one crore. Work will be taken up by inviting open/limited tenders.

RENOVATION OF FACULTY/STAFF HOUSES

The Institute houses in 26 Sector campus were constructed about 40 years back. The houses in Sector 29 and 42 were constructed about 25 years ago. The condition of the houses is very poor due to leakages, damaged floorings, roofs, walls, wooden work etc. The present construction norms and specifications for different finishes have also changed with the passage of time and requirement. These houses require renovation as per new specifications and requirement. In view of this, it is proposed to carry out the renovation of different categories of houses in all the three campuses of NITTTR. The estimated cost is about Rupees ten crores. Work will be got done through CPWD / BSNL.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE SUITABLE
RECOMMENDATION TO THE BOARD OF GOVERNORS

ITEM NO.F.25.3.7 TO CONSIDER AND APPROVE THE PROVISION OF MANPOWER THROUGH CONTRACT AGENCIES

As per the policy of the government the recruitment of the fourth class employees has been banned. The work is to be got done through contract agencies. The work for building maintenance, campus maintenance, electrical maintenance & telephone is to be executed through contract agencies for providing the manpower for the above works. The estimated cost is approximately Rs. Seventy lakhs per annum.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE SUITABLE
RECOMMENDATION TO THE BOARD OF GOVERNORS

SUPPLEMENTARY ITEMS

ITEM NO.F.25.3.8 TO CONSIDER MONTHLY HONORARIUM BEING PAID FOR PROVIDING SECRETARIAL ASSISTANCE TO THE CHAIRMAN, BOARD OF GOVERNORS

Secretarial Assistance is being providing to the Chairman, Board of Governors for carrying out the official work related to the institute. In the past, the institute employee who was undertaking this additional job was being paid an honorarium of Rs.500/- per month. Which is too meager in today's times. It is proposed that an honorarium of Rs.1000/- per month may be paid to Shri Swarnjit Saini retired Private Secretary to Director, PGI for providing Secretarial Assistance to Chairman, Board of Governors.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE SUITABLE RECOMMENDATION TO THE BOARD OF GOVERNORS