

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

AGENDA FOR THE THIRD MEETING
OF THE FINANCE COMMITTEE
TO BE HELD ON 16.3.2005 AT 11.45A.M.
AT NITTTR, CHANDIGARH

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ITEM NO. F. 3.1 TO CONFIRM THE MINUTES OF THE 2ND MEETING OF FINANCE COMMITTEE OF NITTTR CHANDIGARH HELD ON 29.9.2004 AND TO REPORT ACTION TAKEN THEREON.

(a) The minutes of the 2nd meeting of the Finance Committee of NITTTR, Chandigarh held on 29.9.2004 were circulated amongst all of its members vide institute letter No. NITTTR/Board/2nd-Minutes/32283-95 dated 18.10.2004 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure-I** at **page no. 11 to 15** for perusal. Since no comments have been received from any of the members, the same may be confirmed as recorded.

(b) Item No. F.2.2 has been noted.

(c) The latest position in respect of other items is indicated as under :

AGAINST

ITEM NO. F.1.3 TO CONSIDER EXTENSION OF CAREER ADVANCEMENT SCHEME OF AICTE TO THE SENIOR LIBRARY STAFF OF THE INSTITUTE.

Ministry of Human Resource Development has intimated its advice vide their letter No. F.7-12/2004 TS.IV dated 29th December, 2004, a copy of which is enclosed as **Annexure-II** at **Page No. 16** for perusal. The same is being examined for implementation.

AGAINST

ITEM NO. F.1.6 TO CONSIDER GRANT OF TWO ADVANCE INCREMENTS TO PROFESSORS AND ASSISTANT PROFESSORS OF THE INSTITUTE ON OBTAINING Ph.D DEGREE AS PER AICTE'S GUIDELINES AS INCENTIVES FOR HIGHER QUALIFICATION.

Ministry of Human Resource Development has conveyed the decision vide their letter No. F.7-13/2004-TS.IV dated 13th December, 2004, a copy of which is enclosed as **Annexure-III** at **page no. 17** for perusal. As per decision *ibid*, the AICTE guidelines copy enclosed as **Annexure-III (a)** at **page no. 18** are to be applied *mutatis mutandis*. Decision of the Ministry is being implemented.

**AGAINST
ITEM NO. F.2.3**

**TO CONSIDER AUDIT AND INSPECTION REPORT ON THE
ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR
2003-2004.**

Prof. R. Subramanian, Former Prof. and Head, Civil Engineering Department and Chief Coordinator of the Project of PUDA Consultancy (superannuated on 30.6.2004) was asked to submit all the relevant documents pertaining to the case for taking proper defence but he could not hand over the same so far. Consequently his gratuity amounting to Rs. 3,50,000/- and leave encashment Rs. 3,50,054/- are lying withheld so as to safeguard institute's interest. Prof. R. Subramanian has filed a CWP No. 2065/2005 in the High Court of Pb and Haryana for release of his withheld retirement benefits.

As regards Dr. (Mrs.) HK Gill, recovery of LTC amount of Rs. 47549/- has since been effected from her and her claim for LTC for the block years 2002-2005 forfeited. Her explanation was also sought and the same is placed as **Annexure IV** at **page no. 19** for perusal, consideration and decision.

**AGAINST
ITEM NO. F.2.4**

**TO CONSIDER THE ACTION TAKEN BY THE INSTITUTE
REGARDING THE POST GRADUATE PROGRAMME.**

As reported in the agenda of 3rd meeting of BOGs against Item No. B.3.1(c) (against Item No. B.2.2), the institute carried out a need-assessment survey and found that the response to the idea of modular post-graduate programme has been overwhelming. The institute is currently preparing the proposal for obtaining approval of the AICTE and the Panjab University so as to start this programme.

The institute's proposal for "Deemed University" status is under preparation for submission to Ministry of Human Resource Development.

The institute "Vision" document has been prepared, reflecting the broad view point of Institute as an emerging Center of Excellence. Report has been submitted to Ministry of Human Resource Development.

**AGAINST
ITEM NO. F.2.5**

**TO CONSIDER REQUEST OF SHRI AMARJEET SINGH,
CHOWKIDAR FOR CHANGE OF OPTION FOR FIXATION OF
PAY.**

The matter was referred to the Chairperson, Board of Governors and as per her decision, Sh. Amarjeet Singh, Chowkidar was allowed to change his option for fixation of pay. Accordingly his pay has been re-fixed vide O/o No.347 dt.14.12.2004.

**AGAINST
ITEM NO. F.2.6**

**TO CONSIDER THE INVESTMENT OF GPF/CPF
ACCUMULATION INTO GOVERNMENT SECURITIES.**

The matter was reported to the Integrated Finance Division of the Ministry of Human Resource Development vide Institute letter No.NITTTTR/Acctt/30668 dated 7.10.2004 (copy attached as **Annexure V** at **page no. 20 - 33**. The Ministry vide their letter No.F.7-18/2004-TS.IV dated 3.12.2004 (copy attached as **Annexure VI** at **page no. 22**) has intimated that the guidelines issued by the Ministry of Finance may be followed strictly. It is worthwhile mentioning here that the guidelines were issued by the Ministry of Finance vide their Circular No.F.33 -1/95-IFD dated 14.8.2003 (copy attached as **Annexure VII** at **page no. 23- 25**). It is in accordance with these guidelines that the institute has invested surplus Provident Fund money amounting to Rs. 461 lac in various approved mutual funds dealing with Government securities. The detail of such mutual funds is as under:

Fund	Folio No.	Date of investment	Amount (Rs. in lac)	Value of investment as on 11.2.2005	% Increase
Templeton Govt. Security fund- Provident fund	1879900-746657	7.5.04	87	88,66,795.34	
HDFC-GILT Long Term	539261/80	16.12.03	40	40,05,319.27	
Unit Trust of India- Govt. Security Fund	--	16.12.03	304	3,04,84,189.46	
Grindley Govt. Security Fund- Provident Fund Plans	211983/80	4.3.04	30	29,91,330.00	
	Total		461	4,63,47,634.07	0.53

Therefore, the expected return from this investment is likely to be much below any investment made in FDRs in a scheduled bank. In order to make good, the loss of interest, the institute may require support from regular budget. The final status/ position will however be worked out after 31st March, 2005.

ITEMS FOR CONSIDERATION

ITEM NO.F.3.2 TO CONSIDER WRITE OFF OF OBSOLETE AND UNSERVICEABLE STORES INCLUDING EQUIPMENT, FURNITURE ETC.

Physical verification of stores including equipment, furniture etc. of the institute is conducted at the end of each financial year as per provisions of GFR 116(i). For conducting physical verification, various committees of officers of the institute are constituted at institute level. Accordingly physical verification was also conducted at the end of the financial year 2003-2004. Physical verification reports submitted by the Committees have been attached as **Annexure VIII** at **page no. 34 - 89** for perusal.

The committees have recommended that the Stores including equipment, furniture & stationery items to the extent indicated below have become unserviceable/obsolete/ outdated and as such be written off :-

Sr. No.	Name of the Deptt./Laboratory	Year of Purchase	Book Value		Total Amount		
			Rs.	P.	Rs.	P.	
1.	ELECTRICAL ENGINEERING DEPTT.						
	a) Electrical Engg. Laboratory	1972-96	55,589.70)				
	b) Telephone Mtc.Section	1983-91	7,926.75)		72,344.49		
	c) Electrical Mtc.Section	1981-2001	8,828.04)				
2.	MECHANICAL ENGINEERING DEPTT.						
	a) CAD/CAM Laboratory	1993-98	2,46,778.25)				
	b) Thermal Engg.Laboratory	1970-79	3,204.04)		3,10,556.06		
	c) Refrigeration & A/C Lab.	1983-88	60,573.77)				
	TOTAL :-				Rs. 3,82,900.55		

Sr. No.	Name of the Deptt./Laboratory	Year of Purchase	Book Value		Total Amount	
			Rs.	P.	Rs.	P.
				B/F:		3,82,900.55
3.	ELTX. & COMM. ENGG. DEPARTMENT	1988-98	22,342.72			22,342.72
4.	E.T.V. DEPARTMENT					
	a) E.T.V. Studio	1985-2001	21,469.55)			36,110.57
	b) E.N.G. Laboratory	1988	14,641.02)			
5.	COMPUTER SCIENCE DEPTT.	1986-97	17,81,864.83			17,81,864.83
6.	APPLIED SCIENCE DEPTT.	1974-82	10,171.24			10,171.24
7.	EDUCATION & EDUCATIONAL MANAGEMENT	1995-2002	58,039.60			58,039.60
8.	MEDIA CENTRE					
	a) Resource Centre	1975-87	17,583.50)			
	b) Photocopy & Duplicating Section.	1984-91	4,85,201.80)			5,09,375.30
	c) Production Centre	1982-91	6,590.00)			
9.	BUILDING & CAMPUS MTC.	1984-2004	13,312.74			13,312.74
10.	HOSTEL	1975-2002	1,22,585.87			1,22,585.87
11.	GUEST HOUSE	1983-2002	10,036.10			10,036.10
12.	CENTRAL STORE	1967-2002	2,269.70			2,269.70
13.	RURAL DEV. DEPARTMENT	1995-2003	2,77,722.58			2,77,722.58
14.	CURRICULUM DEVELOPMENT CENTRE	1995-1997	52,040.00			52,040.00
15.	IMCO DEPARTMENT	1985-1997	29,855.00			29,855.00
			TOTAL:	Rs.		33,08,626.80

Sr. No.	Name of the Deptt./Laboratory	Year of Purchase	Book Value		Total Amount	
			Rs.	P.	Rs.	P.
			B/F:		33,08,626.80	
16.	CONTINUING EDUCATION	1995	56,239.75		56,239.75	
17.	ESTABLISHMENT SECTION	1993-99	2,61,080.75		2,61,080.75	
18.	BOARD SECTION	1995-98	62,971.50		62,971.50	
19.	FURNITURE	1967-98	55,975.31		55,975.31	
			TOTAL:		Rs.	37,44,894.11

The equipment/stores of the Mechanical Engineering Department, Computer Science Department, Education & Educational Management Department, Media Centre, Hostel, Rural Development, Continuing Education Department and Establishment Section at Sr.No.2,5,7,8,10,13,16, and 17, which were recommended for writing off, was costing Rs.33,77,464.74. It included costly items worth Rs.24,32,437.88. Since the value of the equipment recommended for written off was very high, therefore, another committee was constituted vide Office Order No.312 dated 21.10.2004 to make suitable recommendations for writing off the equipment as recommended by the Physical Verification Committee of the Institute. The recommendations of the said committee are also enclosed as **Annexure IX** at **Page No 78-79** This Committee has also recommended to write off costly equipment items of Rs.24,32,437.88 paise.

In addition to the above, it is also proposed, on the recommendations of the Physical Verification Committee of the Institute, to write-off the

Undermentioned consumable items of Stationery purchased out of the recurring grant :-

Sr. No.	Name of the items of consumable store.	Year of Purchase	Value of store to be written off	
			Rs.	P.
<u>CENTRAL STORE</u>				
1.	Stationery items	1990-93	5,381.02	

			Total Rs.	5,381.02

The details of the stationery items are annexed as **Annexure X** at page no. 89.

After writing off, the above noted equipment/stores/furniture will be disposed of by way of auction/sealed tenders and the sale proceeds thereof will be credited to the institute accounts.

It is certified that :

1. the loss is not due to theft, and;
2. it does not disclose any defect in the system or serious negligence on the part of any employee of the Institute.

It is proposed that the unserviceable/obsolete equipment/stores/furniture as indicated above may be written off. Since the write off of the above items does not fall within the competence of the Director, the same is, therefore, required to be considered and approved by the Board of Governors.

THE FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS REGARDING WRITING-OFF OF THE ABOVE SAID EQUIPMENT/STORES/ FURNITURE ETC.

ITEM NO. F.3.3 TO CONSIDER ALLOWING TO SHRI JAI PAL SINGH, SR. TECHNICAL ASSISTANT FOR CHANGE OF OPTION FOR FIXATION OF PAY.

Shri Jai Pal Singh, Senior Technical Assistant was granted financial upgradation from 18.10.2000 under Assured Career Progression Scheme from the pay scale of Rs. 5500-175-9000 to Rs. 6500-200-10500 after completion of 12 years of service as Senior Technical Assistant without any promotion. He was asked to exercise option for fixation of his pay under the provision of FR. 22 (1) (a) (1). In response thereto he had opted for fixation of his pay from the date of financial upgradation i.e 18.10.2000. His pay was fixed accordingly. Later on he found that the option exercised by him was not beneficial and consequently he will be suffering recurring loss of one increment throughout his service career. He will also suffer financial loss in pensionary benefits on his superannuation. He has therefore requested that he may be allowed to change his option, and his pay may be re-fixed under FR 22 (1)(a) (1) from the date of accrual of increment in the lower pay scale.

The pay of Shri Jai Pal Singh, STA has already been fixed as under as per his option:-

Pay Scale of the post held before upgradation	Rs. 5500-175-9000
Date of increment in the lower scale	1.4.2001
Date from which ACP granted	18.10.2000
Pay scale in which ACP granted	Rs. 6500-200-10500
Pay in the lower scale on 18.10.2000	Rs. 7950/-
Pay after one notional increment	Rs. 8125/-
Pay fixed in the ACP scale on 18.10.2000	Rs. 8300/-
Date of next increment	1.10.2001

However if Shri Jai Pal Singh is permitted to change his option for pay fixation from the date of accrual of next increment in the lower pay scale, his pay will be fixed as under:

Pay Scale of the post held before upgradation	Rs. 5500-175-9000
Date of increment in the lower scale	1.4.2001
Date from which ACP granted	18.10.2000
Pay scale in which ACP granted	Rs. 6500-200-10500
Pay in the lower scale on 18.10.2000	Rs. 7950/-
Pay from 18.10.2000 to 31.3.2001	Rs. 8100/-
Pay on accrual of next increment in the lower pay scale i.e 1.4.2001	Rs. 8125/-
Pay after one notional increment	Rs. 8300/-
Pay to be fixed in the ACP scale on 1.4.2001	Rs. 8500/-
Date of next increment	1.4.2002.

Though the option for fixation of pay once exercised is final yet the request of Shri Jai Pal Singh may be considered sympathetically keeping in view the recurring financial loss throughout of his service career. It is worthwhile also mentioning here that a similar request of Shri Amarjeet Singh, Chowkidar was considered by the Finance Committee as well as Board of Governors vide item No. B. 2.10 and he was allowed to change option as a special case with the approval of Chairman, Board of Governors. Moreover the main objective of Assured Career Progression Scheme is to provide financial relief to those employees who stagnate without any promotion on their posts for 12 years or more. Due to wrong exercise of option this objective is partially forfeited in this case. Shri Jai Pal Singh has also given an undertaking that if he is allowed to change his option, then he will not claim any arrear on account of pay fixation from 18.10.2000 to date. The request of Shri Jai Pal Singh for change of option may therefore be considered sympathetically and he may be allowed to change his option.

FINANCE COMMITTEE MAY CONSIDER AND RECOMMEND TO THE BOARD OF GOVERNORS

ITEM NO. F.3.4 TO CONSIDER MERGER OF GROUP 'D' POSTS WITH IDENTICAL PAY SCALES AND ALMOST SIMILAR DUES INTO A SINGLE CADRE.

Consequent upon implementation of revised pay scales on the recommendations of 5th Central Pay Commission, some of the Group 'D' employees of this institute with different designations have been drawing less pay than their juniors. As each of the designation is treated as a separate cadre, the seniors are not allowed stepping up of their pay with their juniors as they do not belong to the same cadre which is one of the required condition for stepping up of pay. The matter of grouping of different cadres into a single cadre was also considered earlier by the Finance and Personnel Committee of the Institute vide Item No. F.55.10 in its 55th meeting held on 26.2.2001. As per recommendations of the Finance and Personnel Committee/Board the matter was referred to the Ministry but the proposal was not agreed upon as conveyed by MHRD vide their letter no. F.7-20/2001-TS.IV dated 19.6.2001 (copy enclosed as **Annexure XI at page no. 90**).

The institute has several posts of peons and ward boys in the identical pay scale of Rs. 2550-55-2610-60-3200 and their duties are almost similar in nature. In order to step up the pay of seniors at par with the juniors having different designations, the solution is possible if both the designations i.e. ward boy and peon are merged into a single cadre.

FINANCE COMMITTEE MAY CONSIDER MERGING OF THE DESIGNATIONS OF PEONS AND WARD BOYS INTO A SINGLE CADRE SO AS TO REMOVE ANOMOLIES IN PAY FIXATION BY ALLOWING STEPPING UP OF PAY OF SENIORS AT PAR WITH THE JUNIORS.