

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

AGENDA FOR THE TWELFTH MEETING  
OF THE FINANCE COMMITTEE  
TO BE HELD ON 24.10.2008 AT 11.30 A.M  
AT NITTTR, CHANDIGARH

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**ITEM No. F. 12.1 TO CONFIRM THE MINUTES OF THE 11<sup>TH</sup> MEETING OF FINANCE COMMITTEE HELD ON 27.06.2008 AND TO REPORT ACTION TAKEN THEREON.**

(a) The minutes of the 11<sup>th</sup> meeting of the Finance Committee of the Institute held on 27.06.2008 were circulated amongst all of its members vide institute letter No.NITTTTR/Board/11<sup>th</sup>-Minutes/15056-67 dated 02-07-2008 for their information and comments, if any. A copy of the minutes is enclosed as Annexure-I at page No.11 to 13. 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:

No.F.11.1 Confirmation of minutes of the 10<sup>th</sup> meeting of Finance Committee.

No.F.11.2 Enhancement of fee and conveyance charges of Dr. Mahesh Batra, institute part time Medical Officer and the part time Dispensary Attendant.

No.F.11.3 Grant of benefit under Assured Career Progression Scheme to those institute employees who were allowed only one financial up-gradation under Retraining and Redeployment Scheme/one regular promotion.

**ITEM NO.F.12.2 TO CONSIDER THE REVISED BUDGET ESTIMATES FOR THE YEAR 2008-09 AND BUDGET ESTIMATES FOR THE YEAR 2009-10**

The Revised Budget Estimates of the institute for the financial year 2008-09 and Budget Estimates for the year 2009-10 are attached with these agenda notes as Annexure II at page no.14 (as separate book let). The estimates are as under:

**SUMMARY OF BUDGET FOR THE YEAR 2008-09 AND 2009-10****Rupees in lakhs**

A.	<u>Non –Plan</u>	BE 2008-09	RE 2008-09	BE 2009-10
	Recurring	739.61	789.47	1047.82
B.	<u>Plan</u>			
	Recurring	277.14	264.87	318.89
	Non-recurring	888.81	602.87	754.30
C	<u>Plan OBC</u>			
	Non-recurring	0	605.00	395.00
	Total A+B+C	1905.56	2262.21	2516.01

The above said figures are the net figures i.e after adjusting the estimated income of the institute during the years.

**FINANCE COMMITTEE MAY CONSIDER THE BUDGET PROPOSALS OF THE INSTITUTE AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS.**

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

The annual accounts of the institute for the year 2007-08 were audited by the Principal Accountant General (Audit) Punjab & UT, Chandigarh from 16.06.2008 to 10.07.2008. However the audit certificate, audited accounts and utilisation certificate are still awaited from the Audit Office. The Institute is pursuing the matter with them. In case these certificates are received by the time of the meeting of the Committee, the same will be placed before the Committee for consideration and suitable recommendations to the Board of Governors. However a copy of the annual accounts submitted to the Accountant General for audit is attached as Annexure III at Page no.15 to 46. The audit certificate, audited accounts and the utilization certificate will be incorporated in the

Annual Report of the institute for the year 2007-2008 before its submission to the Ministry.

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

**ITEM NO.F.12.4 TO CONSIDER THE AUDIT AND INSPECTION REPORT OF THE INSTITUTE FOR THE YEAR 2007-2008.**

The institute accounts for the year 2007-2008 were audited by the Principal Accountant General (Audit) Punjab & UT Chandigarh from June 16, 2008 to July 10, 2008. The Audit and Inspection report was issued by the Audit Office vide their letter No.OAD(civil)Audit/CHD/268-69 dated 30.07.2008. The report does not point out any irregularity in the institute accounts. During discussions with the Audit party, out of the 20 outstanding paras, 10 paras were settled on the basis of replies furnished by the institute. The reply to the Audit & Inspection report, in annotated form, has already been sent to the Audit Office vide Institute letter No.NITTTR/B&ITA/Audit 2008/24670 dated 05.09.2008, a copy of which is attached as Annexure-IV at page no.47 to 53, for consideration and recommendations to the Board of Governors for approval.

**THE FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS FOR APPROVAL**

**ITEM NO.F.12.5 TO CONSIDER ENTRUSTMENT OF STATUTORY AUDIT OF THE INSTITUTE TO THE COMPTROLLER AND AUDITOR GENERAL OF INDIA FOR THE YEAR 2008-09 TO 2012-13. –.**

The statutory audit of the institute is entrusted to the CAG of India under Section 20, Clause I of CAG's Duties, Powers and Control

Act, 1971, through the Ministry of Human Resource Development. The institute has already requested the Ministry to entrust the statutory audit of the institute to the CAG of India for the period of five years from 2008-09 to 2012-13 vide Institute letter No. NITTTR/B&ITA/AA/22468-69 dated 21.08.2008, a copy of which is attached as Annexure-V at page no. 54.

**THIS IS FOR INFORMATION OF THE FINANCE COMMITTEE.**

**ITEM NO.F.12.6 TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN AND NON PLAN DURING THE FIRST TWO QUARTERS OF THE YEAR 2008-2009.**

The status report of expenditure incurred by the institute both under Plan and Non Plan during the first two quarters ending 30.9.2008 is as under:

**A: Position at the end of 1<sup>st</sup> quarter i.e. 30.6.2008**

**Rupees in lakh**

Particulars	Plan		Non Plan
	Non Recurring	Recurring	Recurring
Opening Balance as on 1.4.2008	17.13	0.75	0.40
Grant-in-aid received from MHRD	0.00	0.00	124.06
IRG	0.00	7.17	56.30
Total amount available	17.13	7.92	180.76
Expenditure incurred	38.40	27.94	193.64
Unspent Balance	(-) 21.27	(-) 20.02	(-) 12.88

**B: Position at the end of 2<sup>nd</sup> quarter i.e. 30.9.2008**

Particulars	Plan		Non Plan
	Non Recurring	Recurring	Recurring
Opening Balance as on 1.4.2008	17.13	0.75	0.40
Grant-in-aid received from MHRD (April,08 to September, 08)	115.00	100.00	247.06
IRG	0.00	9.08	86.69
Total amount available	132.13	109.83	334.15
Expenditure incurred upto 30.9.08	67.87	78.82	355.89
Unspent Balance as on 01.10.08	64.26	31.01	(-) 21.74

**C: Position under OSC (OBC Scheme) as on 30.9.2008**

Particulars	Plan-(OSC)		Total
	Non Recurring	Recurring	
Grant received during July, 08	216.25	12.00	228.25
Total amount available	216.25	12.00	
Expenditure incurred	2.60	0.00	
Unspent Balance	213.65	12.00	225.65

So far as the grant received from the Ministry for implementation of reservation under the OBC scheme is concerned, the Government of India, MHRD had released a sum of Rs.228.25 lac vide their letter No.7-8/2000 TS IV dated 13.6.2008 for implementation of the same. A copy of the Ministry's letter is attached as Annexure VI at page no.55 to 57. The institute is in the process of preparing requisite information for submission to the Ministry regarding requirement of additional faculty and staff, laboratory requirements and other infrastructure for implementation of the scheme.

**THIS IS FOR INFORMATION OF THE FINANCE COMMITTEE.**

**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 Government of India have already issued the orders to implement the Revised Pay Structure for the Central Government employees on the basis of the recommendations of the Sixth Central Pay Commission as accepted by the Government. The Government has now decided that these orders may be extended to the employees of the Autonomous Organizations on the following terms and conditions as intimated by the Ministry of Finance, Department of Expenditure vide their OM No. 7/23/2008-E-III(A) dated 30-09-2008.

1. The pattern of emolument structure i.e pay scales and allowances(in particular the Dearness Allowance, House Rent Allowance and City Compensatory Allowance) are identical to those of the Central Government employees.
2. The conditions of service of employees especially those relating to hours of work, payment of OTA etc are also exactly similar to those in Government departments.
3. The revised pay structure as incorporated in Section I & II of Part A of the First Schedule to the CCS(Revised Pay) Rules, 2008 alone is adopted.
4. The employees who opt for the revised pay structure will be entitled to the same as per extant rules.
5. The deductions on account of Provident Fund or Contributory Provident Fund, as the case may be, are made on the basis of the revised pay w.e.f the date the employee opts to elect the revised pay structure.
6. The mode of payment of arrears of pay shall be as laid down in Rule 14 of the Central Civil Services(Revised Pay) Rules,



2008 for the Central Government employees viz the arrears shall be paid in cash in two instalments. The first instalment shall be restricted to 40% of the total arrears. The remaining 60% arrears shall be paid during the next financial year.

7. The budgetary support for additional expenditure will be as under:
  - a) 80% of the additionality will be met by the Central Government;
  - b) 10% of the additionality will be met by the Autonomous Organisations etc through additional generation of revenue; and
  - c) Balance 10% of the additionality will be managed by the Autonomous Organisations etc through savings.

As NITTTR Chandigarh is an Autonomous Body of the Central Government and fully financed by it through the MHRD, the pattern of emoluments structure of its employees is similar to those of the Central Government employees, the other conditions of service of institute employees i.e hours of work etc is exactly similar to those in the Government departments, therefore, the institute as it is fulfilling the conditions laid down in the Ministry of Finance OM No.7/23/2008.E.III(A) dated 30 September, 2008 referred to above, may adopt the CCS(Revised Pay) Rules, 2008 allowances and other service benefits including Pension, Gratuity etc as applicable to the employees of the Central Government. It is also worthwhile mentioning here that the institute has been following all the rules, regulations orders and instructions in respect of all the service and personnel matters as applicable to the Central Government employees from time to time. Copies of the Government of India, Ministry of Finance, Department of Expenditure's OM No.F.7/23/2008/E.III(A) dated 30.09.2008 and Notification No.G.S.R 622(E) dated 29 August,2008 alongwith its First Schedule Part A (Section I & Section II) are attached herewith as Annexures-VII & VIII at Page Nos.58 to 59 and 60 to 72 respectively.

The institute will continue to follow the rules, regulations, orders and instructions issued by the Government of India in respect of all the above said personnel and service matters from time to time without any change or modification, whatsoever.

As the pay scales and certain other terms and conditions of service of faculty are issued separately by the AICTE with the approval of the Central Government, and for that purpose MHRD Department of Higher Education has set up a separate Pay Revision Committee, the pay scales for faculty, when notified by the Government, will be adopted accordingly on its receipt with the approval of Board.

**THE FINANCE COMMITTEE MAY CONSIDER ADOPTION OF CCS(REVISED PAY) RULES 2008, ALLOWANCES AND OTHER SERVICE BENEFITS INCLUDING PENSION, GRATUITY ETC AS APPLICABLE TO THE EMPLOYEES OF THE CENTRAL GOVERNMENT FOR THE EMPLOYEES OF THE INSTITUTE.**

**ITEM NO.F.12.8 TO CONSIDER GRANT OF OPTION TO THE INSTITUTE EMPLOYEES FOR SHIFT FROM CPF TO NEW PENSION SCHEME WITH EFFECT FROM 1.1.2004.**

The institute follows both the GPF cum Pension Scheme as well as the Contributory Provident Fund Scheme as applicable to the employees of the Central Government. Several employees of this institute as well as of other similar organisations in the country were interested to shift from CPF to GPF –cum-Pension-Scheme. Accordingly a proposal was referred by the MHRD to the Ministry of Finance. The Ministry of Finance, Department of Expenditure did not support the proposal. However they have permitted the employees to opt for shifting from CPF to the New Pension Scheme from 1.1.2004 vide their letter No. 1(9)/E.V/2004 dated 30.7.2007, a copy of which is attached as Annexure IX at page nos.73 to 74.

It is proposed that the institute may adopt these orders and grant an option to the pre 1.1.2004 institute employees to shift from CPF to the New Pension Scheme 2004.

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

**ITEM NO.F.12.9 TO CONSIDER GRANT OF PERMANENT IMPREST OF RS.2000/- TO THE PURCHASE ASSISTANT OF THE INSTITUTE.**

The Purchase Assistant of the Institute is responsible to make petty purchases of office stationary, office consumable and printing of stationary, as per requirements of the Institute. As such purchases are always petty purchases and in most of the cases there is urgency, the Purchase Assistant faces a lot of difficulty in arranging the goods on short notice because most of the vendors do not agree to deliver such goods on credit basis. Sometimes it leads to inordinate delay in making such purchases as the Purchase Assistant has first to obtain temporary advance for such purposes. In order to cope up with this repeated difficulty, it is proposed that the Purchase Assistant of the Institute may be allowed permanent imprest of Rs.2000/- for making petty purchases as per requirements of the institute. The permanent imprest account will however be maintained and adjusted as per GFR.

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

**ITEM NO.F.12.10 TO CONSIDER ENHANCEMENT OF ALLOWANCE PAYBLE TO THE PART TIME HOSTEL WARDEN OF THE INSTITUTE.**

The Board of Governors in its 4<sup>th</sup> meeting held on 07.07.1969, vide Item No.B.4.9, had created a position of Part-time Hostel Warden of

the institute on payment of monthly allowance of Rs.50/- which was enhanced subsequently to Rs.150/- p.m. in the 69<sup>th</sup> meeting of the Board of Governors held on 25.10.1994 vide Item No.B.69.3(Against Item No.F.38.4). No change has been made since then. As the allowance was fixed long back in 1994, it is proposed that keeping in view the present position of pay and allowances, the monthly allowance payable to the part-time Hostel Warden may be raised from Rs.150/- p.m. to Rs.1000/- p.m.

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

**ITEM NO.F.12.11 TO CONSIDER WAIVING OFF OF TUITION FEE TO THE INSTITUTE FACULTY/STAFF REGISTERED FOR Ph.D AT THE INSTITUTE ITSELF.**

The institute employees who are pursuing ME courses at the institute itself, have already been exempted from paying tuition fee to the institute, with the approval of the Board of Governors accorded vide Item No.B.3.13 of the 3<sup>rd</sup> meeting of the Board of Governors held on 16.3.2005. A copy of the agenda item and decision of the Board thereon is attached as Annexure-X at page nos.75 to 76. Now the institute has become an approved centre of AICTE for Ph.D also. Consequently several institute employees(faculty and non faculty) have registered themselves for Ph.D at the institute itself. It is proposed that such institute employees who are pursuing their Ph.D from the institute itself, may also be exempted from paying tuition fee to the institute. However such employees will have to pay the fee payable to the Punjab University, Chandigarh with which the institute is affiliated for ME/Ph.D purposes.

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