

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

AGENDA FOR THE FIRST MEETING
OF THE FINANCE COMMITTEE
TO BE HELD ON 18.06.2004 AT 11.00 A.M.
AT NITTTR, CHANDIGARH.

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MEMBERS OF FINANCE COMMITTEE

1. **Shri YASH PAL MAHAJAN,** Chairman
Chairman, Board of Governors,
National Institute of Technical Teachers' Training and
Research,
Sector 26,
CHANDIGARH – 160 019
House No. 1107,
Sector 33-C,
CHANDIGARH
2. **Financial Advisor (HRD)** Member
Or his Nominee
Government of India,
Ministry of Human Resource Development,
Department of Secondary and Higher Education,
Shastri Bhawan,
NEW DELHI – 110 001
3. **Joint Secretary (T)** Member
Or his Nominee
Government of India,
Ministry of Human Resource Development,
Department of Secondary and Higher Education,
Shastri Bhawan,
NEW DELHI – 110 001
4. A Member of the BOGs nominated by the Board
5. **Dr OP BAJPAI,** Member-Secretary
Director,
National Institute of Technical Teachers' Training and
Research,
Sector 26,
CHANDIGARH – 160 019

INTRODUCTORY NOTE ON FINANCIAL STATUS

The Board of Governors on the recommendations of the Finance & Personnel Committee had approved the revised estimates for the year 2003-2004 under Plan and Non-Plan grant in their meeting held on 15.10.2003 as under:

Plan	Rs.728.12 lac
Non-Plan	Rs.598.58 lac

Against the above estimates, the MHRD released funds to the tune of Rs.275 lac and Rs.450 lac under Plan and Non-Plan respectively. While the institute has spent the entire non-plan grant, there was an unspent balance of RS.107.38 lac under plan grant as on 31.03.2004. This amount could not be spent during the financial year as supply orders worth Rs.60 lac were pending maturity and the liability is likely to be liquidated by the end of June, 2004 including that of renovation work. In addition the final installment of grant amounting to Rs.50 lac was released during the end of March 2004 by the Ministry.

It would thus be seen that despite the best efforts some amount i.e Rs.47 lac remained unspent. Had the grant been released in advance the institute would have initiated definite measures to utilize the entire grant during the financial year. However, it is hoped that with the timely release of Plan/Non-plan grant during the current financial year i.e. 2004-2005, the financial target as per MoU would be achieved.

ITEM NO.F.1.1 TO CONFIRM THE MINUTES OF THE 63RD MEETING OF FINANCE & PERSONNEL COMMITTEE OF TTTI CHANDIGARH HELD ON 15.10.2003 AND TO REPORT ACTION TAKEN THEREON.

- (a) The minutes of the 63rd meeting of the Finance & Personnel Committee of TTTI, Chandigarh held on 15.10.2003 at Chandigarh were circulated amongst all of its members vide institute letter No.TTTI/Board/27294-330 dated 04.11.2003, for their information and comments, if any. A copy of the minutes is enclosed as **Annexure I at page no. 19-25** for perusal. Since no comments have been received from any of the members, the same may be confirmed as recorded.
- (b) Items No.F.63.1, F.61.4, F.63.3, F.63.5 and F.63.7 have been noted.
- (c) The latest position in respect of the other pending items is indicated as under:

Against

ITEM NO.F.55.4

TO CONSIDER REVISION OF PAY SCALE OF HINDI TRANSLATOR FROM RS.4500-7000 TO RS.5000-8000 WITH EFFECT FROM JANUARY 01, 1996 AS PER ORDERS OF THE GOVERNMENT OF INDIA.

The Ministry has again sought more information regarding the rules of other subordinate offices of the Govt. of India. The same is being collected and will be sent shortly.

Against

ITEM NO.F.58.8

TO REPORT REGARDING VACANT POSTS IN THE INSTITUTE

Interviews for 17 posts of faculty were held from 9-17 January, 2004. 10 Candidates were selected, out of which 6 have since joined. There are still 21 vacant faculty posts in the institute. These are being advertised for recruitment.

**Against
ITEM NO.F.62.3**

**TO CONSIDER THE PROPOSAL OF THE
INSTITUTE FOR PURCHASE OF NEW VEHICLE.**

The institute now purchased a New Mini Bus, Swaraj Mazda make on 31.01.2004.

**Against
ITEM NO.F.63.4**

**TO CONSIDER AUDIT AND INSPECTION REPORT
ON THE ANNUAL ACCOUNTS OF THE INSTITUTE
FOR THE YEAR 2002-2003.**

Annual Report for 2002-2003 after incorporating the certified copies of the Annual Accounts the Audit Certificate & the Utilization Certificate has been sent to MHRD, vide letter No.NITTTR/Board/ AR-2002-2003/34997 dated 12.12.2003.

**Against
ITEM NO.F.63.6**

**TO CONSIDER AND APPROVE
IMPLEMENTATION OF GUIDELINES ISSUED BY
THE AICTE REGARDING PAY SCALES AND
SERVICE CONDITIONS OF TEACHERS OF
DEGREE LEVEL TECHNICAL INSTITUTIONS.**

The proposal was sent to the Ministry & the AICTE vide Instt. letter No.NITTTR/Admn./E-II/39659 dated 14.01.2004 & NITTTR/Admn./E-I/F-15/2067 dated 16.04.2004 respectively but no reply has so far been received. Reminders have also been sent. In this regard a fresh agenda item (against item no.F.1.6) has been prepared for consideration.

ITEM NO.F.1.2 **TO CONSIDER PAYMENT OF SITTING FEE @ Rs.1000/- PER DAY BESIDES PAYMENT OF TA/DA TO THE MEMBERS OF ACADEMIC COUNCIL, FINANCE COMMITTEE & BOARD OF GOVERNORS OF NITTTR CHANDIGARH SOCIETY FOR ATTENDING INSTITUTE MEETINGS.**

Rule 24 (c) of the Rules & Regulations of NITTTR Chandigarh Society provides as under:

“No Portion of the income and property of the Institute shall be paid or transferred directly or indirectly by way of profit to the persons, who at any time, or have been members of the institute or to any of them **provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or other person in return for any service rendered to the Institute or for travelling, halting and other similar charges.”**

In terms of the above provision, the following rule may be considered for recommendation to the Board for approval.

“The Chairman and members of the Board, NITTTR Chandigarh Society, Academic Council and Finance Committee of the Institute shall be paid sitting fee @ Rs.1000/- per day for both official and non-official members besides payment of TA/DA for attending institute meetings”.

FINANCE COMMITTEE MAY KINDLY CONSIDER THE PROPOSAL FOR APPROVAL.

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

The AICTE, in consultation with the Government of India, Ministry of Human Resource Development, had notified the revised pay scales and service conditions of teachers, and librarians of Degree level technical institutions vide their letter No. 1-65/CD/NEC/98-99 dated March 15, 2000. Subsequently the AICTE notified Career Advancement Scheme for teachers vide their letter No. 1-65/CD/NEC/98-99 dated July 31, 2001. The AICTE has further notified vide their letter No.FD/PSSC/Clarif/2002/1 dated 3.1.2003 as under :

Clause 12 “ College Librarians, College Librarians(Sr Scale) and College Librarians(Sel.Grade) of Degree level Technical Institutes will be treated at par with Lecturers, Lecturers(Sr Scale) and Lecturer(Sel.Grade).

For up-gradation in the Sr Scale and Sel. Grade, a College Librarians has to attend the same number of training courses as for a Lecturer. Instead of Summer Schools/Winter Schools, a College Librarian can undergo training in the topic of relevance for the responsibilities such as in Data Base Management or can be sent to a specific Training Programme or any Continuing Education Programme”.

The Career Advancement Scheme of AICTE has already been adopted by the Institute and applied to the teachers of the institute. In view of the guidelines dated 3.1.2003 stated above, the scheme may be extended to the senior library staff of the institute

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

ITEM NO.F.1.4

TO CONSIDER REVISION OF RENTAL CHARGES OF INSTITUTE FACILITIES LIKE AUDITORIUM, GUEST HOUSE, COMMITTEE ROOM ETC. WHEN LETOUT TO THE OUTSIDERS FOR THEIR PRIVATE USE.

The institute facilities like Auditorium, Committee Room, Conference Hall, Board Room, Student Centre, Class Room, Workshop Room, Syndicate Room, Consultancy Room, Hi-Tech Room etc. are let-out to outsiders for their private use for augmenting institute resources. Rental Charges of these facilities were fixed by Board of Governors in its 90th meeting (vide item no. B.90.10) held on 25.09.2001.

Consequent upon increase in maintenance/operational expenditure, it is felt that the existing rental charges need upward revision. The Director of the institute had constituted a committee comprising Senior Professors, Professor Incharge Guest House, Sr.Admn. Officer and Accounts Officer to review the rental charges. The recommendations of the committee are enclosed as **Annexure II at page no. 26-38** for consideration & approval.

THE FINANCE COMMITTEE MAY CONSIDER REVISION OF RENTAL CHARGES OF INSTITUTE FACILITIES STATED ABOVE.

ITEM NO.F.1.5

TO CONSIDER AND ALLOW THE INSTITUTE TO CARRY OVER THE UNSPENT BALANCE OF RS.107.38 LAC UNDER PLAN AS ON 31.03.2004 TO THE FINANCIAL YEAR 2004-2005.

A sum of Rs. 107.38 lac was available as an unspent balance under plan as on 31.3.2004. The amount could not be utilized during the financial year 2003-2004 due to the following reasons :-

- i) The institute had placed supply orders worth of Rs. 60.00 lacs which could not be finalized up to the close of financial year. However this committed liability is likely to be liquidated by June, 2004.
- ii) Further the last installment amounting to Rs. 50.00 lacs released at the fag end of March, 2004 by the Govt. of India, MHRD which could not utilized upto 31.03.2004.

A perusal of the above would reveal that the reasons for which the amount of Rs. 107.38 lacs could not be spent were beyond the control of the institute. These outstanding liabilities for the year 2003-04 have to be met during the current financial year i.e. 2004-05 out of unspent balance.

Finance Committee may kindly consider and recommend to the Board to allow the institute to carry over the unspent balance of Rs. 107.38 lacs under plan available with the institute as on 31.3.2004 to the current financial year 2004-05 to enable the institute to liquidate the liabilities of the previous financial i.e. 2003-04 as stated above.

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

ITEM NO.F.1.6

TO CONSIDER GRANT OF TWO ADVANCE INCREMENTS TO PROFESSORS & ASSISTANT PROFESSORS OF THE INSTITUTE ON OBTAINING Ph.D. DEGREE AS PER AICTE'S GUIDELINES AS INCENTIVES FOR HIGHER QUALIFICATION.

The AICTE had issued guidelines regarding revision of pay scales and service conditions of teachers of degree level technical institutions vide their letter No.F.No.1-65/CD/NEC/98-99 dated 15.03.2000. These guidelines, which were adopted by the institute with the approval of the Board of Governors, inter-alia contain the following provisions regarding incentives for higher qualifications:

Para 6.0 (Incentives for higher qualifications)

- (a) At the time of recruitment as Lecturers, four and two advance increments will be admissible to those of the Science/Humanities faculty who hold Ph.D. and M.Phil degrees respectively: and to those of the technical faculty who hold Ph.D. and ME/M.Tech. degree, respectively.
- (b) One increment will be admissible to those Science/Humanities teachers with M.Phil and to those technical faculty with ME/M.Tech who acquire Ph.D within two years of recruitment.
- (c) A Lecturer with Ph.D will be eligible for two advance increments when he moves into Selection Grade as Assistant Professor.
- (d) A teacher will be eligible for two advance increments as and when he acquires a Ph.D degree in his service career.

Subsequently, the AICTE vide their letter No.FD/PSSC/Clarif/2002/1 dated 03.01.2003 had issued the latest clarifications in this regard as follow:

Para 5 (Incentives for acquiring Ph.D. Degree)

- (a) A teacher will be eligible for 2 advance increments as and when the teacher acquires Ph.D. degree in the service career. Clause 6.0 (c) of AICTE notification 1-65/CD/NEC/98-99, dated 15th March, 2000 stands deleted.
- (b) Advance increments/incentives will be given only once in a career for any degree.
- (c) Lecturers with Ph.D. who are appointed as Asstt. Professor either through Career Advancement Scheme or direct recruitment will not be given any advance increments (as the benefit of Ph.D. degree has already been obtained) and their basic pay will be fixed as per rules.

The qualifications laid down by the AICTE for the posts of Lecturer, Assistant Professor and Professor are given as **Annexure III at page no. 39.**

The question of granting incentives for Ph.D was also considered by the Board of Governors in its 94th meeting (Item No.F.94.7) held on 6.3.2003 and it was resolved as under:

“It was reported that the AICTE has amended some of the provision of rules relating to grant of incentives for higher qualifications to the teachers. The representatives of the Ministry informed that the matter may be referred to MHRD for clarification.”

Accordingly the matter was referred to the Ministry vide institute letter No.TTI/Admn/E-1/3321 dated 4.5.2003 and also to the AICTE vide institute letter No. TTI/Admn/E-1/6455 dated 17.6.2003.

In a recent communication, the faculty of the institute has produced another letter No. F.D/PSSC/MISC/2003 dated 10.09.2003 issued by the Adviser, AICTE to the

Principal, Beant Singh College of Engineering and Technology, Gurdaspur, enclosed as **Annexure IV** at page no. 40 which states as under:

“With reference to the above subject, the Item No.5.0 (a) in the AICTE Notification No.FD/PSSC/Clarif/2002/1 dated 3.1.2003 is self explanatory. The term teacher includes teacher at all levels (Lecturers/Assistant Professor/Professor/Principal/Director). So teacher will be eligible to draw two increments as incentive for acquiring Ph.D. degree.”

In view of the factual position stated above pertaining to clarification given by AICTE vide their Notification No.FD/PSSC/Clarif/2002/1 dated 3.1.2003 and subsequent letter of AICTE to Principal, Beant Singh College of Engineering and Technology, Gurdaspur, the Finance Committee may consider the case and recommend to the Board for approval to accord the benefit of two advance increments to all the faculty members irrespective of their designation, on passing Ph.D.

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

ITEM NO.F.1.7

TO CONSIDER ENHANCEMENT OF HONORARIUM AND HOSPITALITY NORMS FOR OUTSIDE EXPERTS AND WORKSHOP PARTICIPANTS ETC.

The existing norms of honorarium payable to the guest faculty who are invited for delivering lectures in the various training programmes and/or to participate in various Workshops/Review Committees etc are paid honorarium and given hospitality as per the following norms as approved by the Board of Governors from time to time.

Due to considerable increase in the price index, a need to revise the honorarium and hospitality norms was felt so as to invite the experts of high calibre for the purpose. Accordingly a Committee comprising of senior Faculty members was constituted by the Director to make recommendations for revision of honorarium and hospitality norms. The Committee has proposed the revised rates as under:

Experts	Existing norms	Proposed rates
1. Honorarium to experts invited for delivering lectures during training programmes:		
Guest Faculty	Rs.150/- per hour with a maximum ceiling of Rs.300/- per day and Rs.1500/- per week.	Rs.250/- per hour with a maximum ceiling of Rs.750/- per day and Rs.3000/- per week for each short term course.
Laboratory/Tutorials	Rs.50/- per hour	Rs.100/- per hour
2. Honorarium to experts for participating in workshop		
Guest Faculty	Rs.300/- for full day N.A N.A	Rs. 600/- for full day Rs. 300/- for half day Rs.1000/- per day for experts such as Professor from IIT,IIM, General Managers, Chief Engineers etc. with special permission of the Director.
3. Hospitality to Experts attending Curriculum/Instructional Material Development Workshops		
Experts	Rs.50/- per day per head for working lunch and tea/coffee twice a day	Rs.75/- per day per head for working lunch and tea/coffee/cold drinks and biscuits etc. twice a day

Experts	Existing norms	Proposed rates
4. Inauguration/Validation of Short Term Courses and Workshops		
Experts/Participants	Rs.1.50 per head	Rs.10/- per head
5. TA/DA to experts will be paid as per prevailing institute rules.		
6. Honorarium to experts for participation in Selection Committees :		
Experts	Rs. 500/- per day	Rs. 750/- per day

- Note: 1. TA/DA to experts will be paid as per prevailing institute rules. However experts may be allowed to travel by own car/taxi provided they are entitled for the same as per rules.
2. Other participants to the workshop will be governed by the institute rules.

The Finance Committee may consider the recommendations of the Committee for enhancement of honorarium and hospitality norms for the guest faculty and the outside experts and participants.

THE FINANCE COMMITTEE MAY CONSIDER AND MAKE RECOMMENDATIONS TO THE BOARD OF GOVERNORS REGARDING REVISION OF RATES OF HONORARIUM AND HOSPITALITY NORMS AS PROPOSED ABOVE.

ITEM NO.F.1.8 TO CONSIDER DELEGATION OF POWERS TO THE DIRECTOR FOR APPOINTMENT OF AMAs AND RECOGNITION OF PRIVATE HOSPITALS/NURSING HOMES/DIAGNOSTIC CENTRES FOR OUTDOOR/INDOOR MEDICAL TREATMENT.

The Institute has been following the Central Services(Medical Attendance) Rules, 1944 for reimbursement of medical expenses to the institute employees and their families. The Director(Previously Principal) of the Institute is authorized to appoint Private Registered Medical Practitioners as Authorized Medical Attendants for the institute employees on the pattern approved for the Central Government employees(35th meeting of the Board held on 16.4.1983 vide Item No.B.35.20). Now Chandigarh has become a CGHS city and the employees and pensioners of the Central Government have come under the purview of CGHS scheme.

The institute being a semi government body, could not become member of the CGHS scheme at Chandigarh. The Joint Director CGHS Chandigarh has specifically informed that the employees and pensioners of this institute are not eligible for CGHS benefits/facilities.

With the introduction of CGHS Scheme the institute employees/pensioners which were previously at par with the Central Government employees at Chandigarh for the purpose of medical treatment have now become a different group of employees with lower medical facilities. Moreover the Central Government employees Coordination Committee at Chandigarh has stopped appointing AMAs in most of the areas in the city

to the institute employees in the areas falling within the jurisdiction of CGHS Dispensaries meant for Central Government employees and pensioners. Thus due to introduction of the CGHS scheme in Chandigarh, the institute employees are facing a lot of hardship in getting medical treatment. In order to redress hardship of the institute employees, the following proposals are made for consideration of the Board of Governors:

1. The Director of the Institute may be authorized to appoint any private registered medical practitioner as AMA for the institute employees.
2. The Director of the Institute may be authorized to recognize any Private Hospital/Diagnostic Centre/Nursing Home for specialized and general purpose treatment and Diagnostic procedures for the institute employees and pensioners.
3. The Director of the Institute may be authorized to adopt any package/ceiling rates sanctioned by the Government of India, Ministry of Health for any Hospital at Delhi or Jaipur or any major city in the country for any recognized Hospital/Nursing Home/Diagnostic Centre.
4. The Institute pensioners may be provided facilities at par with Central Government pensioners under CGHS subject to payment of contributions at par with the CGHS Scheme.

FINANCE COMMITTEE MAY KINDLY CONSIDER THE PROPOSAL.

ITEM NO. F.19 TO CONSIDER WRITE OFF OF OBSOLETE AND UNSERVICE-
ABLE 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 of Stores including Equipment, Furniture etc. was conducted at the end of the financial year 2002-2003. Physical verification reports submitted by the committees have been attached as Annexure V at page 41 to 103 for perusal.

The committees have recommended that the Stores including Equipment, Furniture to the extent indicated below have become unserviceable/obsolete/outdated and as such be written off:-

Sr. No.	Name of the Deptt./Laboratory.	Date of Purchase		Book value		Total Amount	
		From	To	Rs.	P.	Rs.	P.
1. CIVIL ENGINEERING DEPARTMENT							
a)	Soil Engg.Laboratory	1968	- 98	24,356.56)			
b)	Highway Engg.Laboratory	1975	- 92	11,359.05)			
c)	Concrete Technology Lab.	1970	- 98	38,705.05)	4,46,130.78		
d)	Material/Structural Lab.	1980	- 82	12,630.60)			
e)	Computer Application Lab.	1993	- 99	3,29,398.19)			
f)	PHE/Environmental Engg. Lab.	1970	- 92	29,681.33)			
					Total C/F:	4,46,130.78	

Sr. No.	Name of the Deptt./Laboratory.	Date of Purchase		Book value		Total Amount	
		From	To	Rs.	P.	Rs.	P.
					B/F		4,46,130.78
2.	ELECTRICAL ENGINEERING DEPTT.						
	a) Telephone Mtc. Section	1984-99		6,384.04)			
	c) Electrical Mtc. Section	1979-2K		16,911.56)		23,295.60	
3.	MECHANICAL ENGINEERING DEPTT.						
	a) CAD/CAM Laboratory	1992-93		1,07,622.50)			
	b) Machine Tools Laboratory	1975-80		1,008.54)		1,47,714.25	
	c) Refrigeration & A/C Lab.	1981-95		39,083.21)			
4.	ELECTRONICS & COMM. ENGG. DEPTT.						
	a) P.C.Laboratory	1987-99		2,05,837.70)			
	b) Digital Laboratory	1974-95		64,378.81)		2,70,216.51	
5.	E.T.V. DEPARTMENT						
	a) E.T.V. Editing	1986-90		16,80,860.44)			
	b) E.T.V.Studio	1976-86		1,26,286.71)		19,33,298.24	
	c) E.N.G. Laboratory	1984-99		1,26,151.09)			
6.	COMPUTER SCIENCE DEPTT.	1987-95		19,91,543.00		19,91,543.00	
7.	APPLIED SCIENCE DEPTT.	1970-76		20,748.50		20,748.50	
8.	EDUCATION & EDUCATIONAL MANAGEMENT	1974-97		90,404.00		90,404.00	
9.	BUILDING & CAMPUS MTC.						
	a) Campus Maintenance	1984-97		8,819.99)			
	b) Building Maintenance	1980-98		11,850.85)		20,670.84	
10.	HOSTEL	1979-99		12,701.88		12,701.88	
11	GUEST HOUSE	1984-99		19,725.39		19,725.39	
						Total C/F	49,76,448.99

Sr. No.	Name of the Deptt./Laboratory.	Date of Purchase		Book value		Total Amount	
		From	To	Rs.	P.	Rs.	P.
					B/F	49,76,448.99	
12.	CENTRAL STORE	1988-99		6,696.96		6,696.96	
13.	RURAL DEVELOPMENT DEPTT.	1991-94		15,950.00		15,950.00	
14.	CURRICULUM DEVELOPMENT CENTRE	1995-2K		67,689.60		67,689.60	
15.	IMCO DEPARTMENT	1991-95		1,54,449.60		1,54,449.60	
16.	IRMU SECTION	1997		24,500.00		24,500.00	
17.	ESTABLISHMENT SECTION	1990-95		3,07,984.50		3,07,984.50	
18.	FURNITURE	1970-98		6,461.57		6,461.57	
				Total:		Rs.55,60,181.22	

The Equipment/Stores of the Civil Engineering Department, Mechanical Engineering Department, ETV Department, Computer Science Department, Curriculum Development Centre, IMCO and Office at Sr.No.1,3,5,6,14,15,17 and foreign equipment gifted by Netherlands Govt. and under U.N.D.P., whose details are given in the next paragraph, which were recommended for writing off was costing Rs.56,11,625.53 (including gifted foreign equipment costing Rs.5,62,815.56). It included costly items costing Rs.50,92,881.75 paise. In order to re-verify the costly items, another committee was constituted by the Director on 2.1.2004 to verify the same again and make recommendations. The committee met thrice on 19.01.2004, 28.01.2004 and 1.3.2004 and recommended to write off costly equipment items costing Rs.50,92,881.75 (Copies of recommendations of the committee are attached as Annexure V(a)) at page No. 71 to 78 for perusal.

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 collaboration from Netherlands and UNDP have outlived their utility through long use and need to be written off. This equipment was received by the Institute during the year 1973, 1976 and 1986.

I. EQUIPMENT RECEIVED FROM NETHERLAND'S GOVERNMENT AS FREE GIFT	VALUE
1. CIVIL ENGINEERING DEPARTMENT:	
a) Soil Engineering Lab.	9,204.30 Guilders
b) Material/Structural Lab.	7,007.00 Guilders
2. ELECTRICAL ENGINEERING DEPARTMENT	1,158.08 Guilders

Total Guilder:	17,369.38 -I

(Conversion rate of one Guilder=Rs.2.00=Rs.34,738.76)	

II. EQUIPMENT UNDER UNDP AS FREE GIFT	
1. ETV E.N.G. LAB.	
Bosch Camera(Pal Engg)	: 92,160.00 Deutsche Mark
(*Conversion rate one Deutsche Mark= Rs.5.73)=Rs.5,28,076.80	- II

Total: I & II	: Rs.5,62,815.56

(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 Governments may be written off. Physical verification reports in this regard are attached as Annexure v(b) from page No. 98 to 103.

After writing off, the written off items will be disposed of way of auction/sealed tenders and the sale proceeds thereof will be credited to the Institute account.

It is certified that:-

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

It is proposed that the unserviceable/obsolete/outdate Stores/ Equipment/Furniture etc. indicated above whose book value is as under may be written off.

1) Equipment items including Furniture (as per details above).	Rs.55,60,181.22
2) Foreign Equipment gifted by Netherlands Govt./UNDP. (as per details above)	Rs. 5,62,815.56

	Total: Rs.61,22,996.78

Since write off of the above items does not fall within the competence of the Director, the same may, therefore, 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 EQUIPMENT/ STORES/ FURNITURE ETC. COSTING Rs.61,22,996.78.