

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

**AGENDA FOR THE FOURTH MEETING
OF THE FINANCE COMMITTEE
TO BE HELD ON 27.1.2006 AT 11.30 A.M.
AT NITTTR, CHANDIGARH**

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ITEM NO.F.4.1 TO CONFIRM THE MINUTES OF THE 3rd MEETING OF FINANCE COMMITTEE OF NITTTR CHANDIGARH HELD ON 16.3.2005 AND TO REPORT ACTION TAKEN THEREON.

- (a) The minutes of the 3rd meeting of the Finance Committee of NITTTR, Chandigarh held on 16.3.2005 were circulated amongst all of its members vide institute letter No. NITTTR/Board/3rd-Minutes/516-528 dated 4.4.2005 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure-1 at page no.13-21** for perusal. Since no comments have been received from any of the members, the same may be confirmed as recorded.
- (b) Item Nos. F.1.3, F.1.6 & F.2.6 (under Item No. F.3.1) and F.3.2, F.3.3. & F. 3.4 have been noted.
- (c) The latest position in respect of other items is indicated as under :

AGAINST

ITEM NO.F.2.3 TO CONSIDER AUDIT AND INSPECTION REPORT ON THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2003-2004.

As suggested by the Committee in respect of Audit para relating to PUDA court case, the Department is exploring the possibility of preparing necessary details with the help of a private Consultant, so as to defend the court case filed by PUDA. Status of the case will be reported at the time of meeting. The Gratuity and leave encashment of Prof. R Subramanian is kept pending for want of necessary documents from him necessarily required to defend the case.

AGAINST

ITEM NO. F.2.4 TO CONSIDER THE ACTION TAKEN BY THE INSTITUTE REGARDING THE POST GRADUATE PROGRAMME.

The institute's efforts regarding Modular Post Graduate Programmes have yielded desired results in respect of affiliation of Panjab University, Chandigarh and approval of AICTE to these Programmes in six disciplines: **(a) Engineering Education, (b) Manufacturing Technology, (c) Construction Technology & Management, (d) Computer Science & Engineering, (e) Instrumentation & Control and (f) Electronics & Communication Engineering** which have since been started at the institute w.e.f. 20 June, 2005 with an enrolment of 120 teachers from 18 states of the country for Modular Programmes.

As per an earlier directive of Ministry of Human Resource Development, the institute has also resumed offering Regular Master Degree Programme in six disciplines, **(a) Engineering Education, (b) Manufacturing Technology, (c) Construction Technology & Management, (d) Computer Science & Engineering, (e) Instrumentation & Control and (f) Electronics & Communication Engineering** w.e.f. Academic Session 2005-2006 under affiliation of Panjab University, Chandigarh. As on August 17, 2005 the total enrolment for the six programmes is 43 no. of students including 5 admitted under QIP (Polytechnic) scheme of AICTE.

The Institute also made a presentation before Chairman/Member-Secretary AICTE, representatives from ISRO and IGNOU on 18 and 22 March, 2005 on offering on-line ME programmes through Edusat. The institute has since received the national coverage and is on trial run as a pilot project.

The first draft of the Institute's proposal for "Deemed University" status has been prepared and is to be discussed at institute level before submission to the Ministry of Human Resource Development.

A National workshop on 'Finalization of NITTTRs Vision' was conducted at the institute on 26-27 April, 2005, involving the other three NITTTRs and representatives from technical institutes, directorates of technical education and industry, from across the Country. In all 35 persons participated in the workshop. As an outcome, a document on "National Vision 2015" common to the four NITTTRs, has been finalized, with a consensus amongst the four NITTTRs, and submitted to the Secretary, Department of Secondary and Higher Education, Ministry of Human Resource Development. The Deemed University Status is also linked with the Vision document applications.

ITEMS FOR CONSIDERATION

ITEM NO.F.4.2 TO APPROVE REVISED BUDGET ESTIMATES FOR THE FINANCIAL YEAR 2005-06 AND BUDGET ESTIMATES FOR THE YEAR 2006-07.

The Revised Budget Estimates of the Institute for the financial year 2005-06 and Budget Estimates for the year 2006-07 are attached herewith at the end of the agenda notes. The same may be considered and recommended to the Board of Governors for approval.

FINANCE COMMITTEE MAY CONSIDER THE INSTITUTE BUDGET PROPOSALS AND RECOMMEND TO THE BOARD OF GOVERNORS FOR APPROVAL

ITEM NO.F.4.3 TO CONSIDER AND RECOMMEND TO THE BOARD, THE INSTITUTE'S REQUIREMENT FOR ADDITIONAL SPACE FOR (i) LECTURE HALL COMPLEX AND (ii) NEW HOSTEL BLOCK.

As reported in the earlier meetings, the institute, as a follow up action of MHRD's instructions, decided to resume the regular ME programmes in six disciplines:

ME in Construction Technology and Management,

ME in Engineering Education,

ME in Manufacturing Technology,

ME in Computer Science and Engineering,

ME in Electronics and Communication Engineering,

ME in Instrumentation and Control; with effect from the session 2005-06. In addition, the institute's proposal mooted for starting ME modular programmes in the above six disciplines was also approved by AICTE as well as Panjab University, Chandigarh in June, 2005. The status of these is being reported under item No. F.4.1 (c) (Against item No. F.2.4) of these agenda notes.

The above two long term programmes along with the short term training programmes, induction training programmes (to cover 1000 teachers during the current year and subsequently 1500 teachers per year thereafter), seminars/conferences etc. impose on the institute requirement in terms of additional space for

- i) Lecture Hall complex , and
- ii) New Hostel Block

Presently in June/July, 2005, average number of teachers at the institute is 200. This will go on increasing to 240 in December, 2005, 390 in June, 2006 with the maximum number going upto 694 in December, 2007- the level that is likely to be sustained, with the concurrent programmes and activities of the institute. The institute has drafted a proposal to be submitted to MHRD, a copy of which is enclosed as **Annexure-II page No.22-28.** As per proposal, the additional financial requirement to the tune of above Rs. 6 crores is envisaged (rough cost estimates based on Sq.m of covered space). The actual cost will be known only after detailed plans/designs are prepared and estimated. This is in addition to the cost of any land that may be acquired for the purpose, and requisite fitting, furniture and fixtures. This requirement is sought in two phases during the financial years 2005-2006 and 2006-2007 in the ratio of 65:35.

FINANCE COMMITTEE MAY CONSIDER THE ADDITIONAL REQUIREMENT AND RECOMMEND TO THE BOARD FOR APPROVAL OF FUNDS.

ITEM NO.F.4.4 TO CONSIDER AND APPROVE THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2004-05.

Since inception of the institute in 1967, its annual accounts were approved and signed jointly by its Principal (now Director) and the Accounts Officer before submission to Audit. However in 2002-03, the audit office had pointed out that the Board of Governors should specifically delegate powers to the Director and the Accounts Officer jointly for signing the institute accounts on behalf of the Board of Governors. Accordingly the matter was referred to the Board of Governors and the Board in its meeting held on 15 June, 2003 (vide item No B.96.12) had delegated powers to the Director and the Accounts Officer of the institute for signing the annual accounts of the institute jointly for submission to Audit. The annual accounts for the year 2002-03 and 2003-04 were accordingly submitted to Audit Office and the same were accepted by the Audit Office and audit certificate issued.

However during audit of the annual accounts for the year 2004-05, the Audit Office again raised a point that delegation of powers to sign the institute accounts does not include authority to approve the accounts and signing the accounts does not tantamount to their approval. In other words Audit Office desires that the Board of Governors should specifically authorize the Director and the Accounts Officer to approve the institute accounts besides signing the accounts.

Board of Governors may delegate the powers to the Director and the Accounts Officer of the institute to approve the annual accounts of the institute for submission to Audit under their joint signatures on behalf of Board of Governors.

THE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD FOR APPROVAL

ITEM NO.F. 4.5 TO CONSIDER AUDIT AND INSPECTION REPORT ON THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2004-05.

Audit of the Annual Accounts of the institute for the year 2004-05 was conducted by an Audit Party from the Office of the Accountant General (Audit,) Punjab & UT, Chandigarh from 17-8-2005 to 2.9.2005. The Audit & Inspection Report has however not been received so far. Copies of the Report and its reply will be placed before the Committee, if received and prepared by the time of the meeting.

FINANCE COMMITTEE MAY CONSIDER

ITEM NO.F.4.6 TO CONSIDER INTRODUCTION OF BLOCK GRANT SCHEME 2005 (NON-PLAN) OF GOVERNMENT OF INDIA, MHRD IN RESPECT OF CENTRALLY FUNDED HIGHER EDUCATION INSTITUTES OF IMPORTANCE.

Government of India in pursuance of the objective to provide greater autonomy in the functioning of Centrally Funded Higher Education Institutes of Importance has decided to introduce a Scheme of Block Grant (Non-Plan) for a period of five years from 2005-06 to 2009-10 at NITTTR, Chandigarh, vide O.M. No.F.No.11-3/2004-TS.1 dated 20.07.2005 (copy enclosed as **Annexure-III at page no.29-31**). As per para 2(1) of GOI, O.M. dated 20.07.2005, the base year for determining the grant in aid (Non Plan) in respect of this institute from 2005-06 to 2009-10 shall be 2004-05. This was also indicated therein that the grant in aid to the institute during 2004-05 shall be inclusive of unspent balance adjusted / permitted to be carried forward for utilization in the year 2005-06. The unspent balance (Non Plan) during 2004-05 in respect of this institute was almost nil (i.e. Rs.06 lac).

Total Non Plan expenditure during the year 2003-04 was Rs.522.57 lacs against total receipt of Rs.522.63 lacs (grant in aid of Rs.450 lacs and internal resource generation Rs.72.63 lacs) leaving a balance of a meagre unspent balance of Rs.0.06 lac only.

During the year 2004-05 the total expenditure under Non Plan had been Rs.585.54 lacs against grant-in-aid of Rs.490 lacs and internal resource generation of Rs.95.67 lacs, leaving unspent balance of Rs.0.19 lacs. Details of grant-in-aid (Non Plan) vis a vis expenditure incurred during the last five years i.e. 2000-01 to 2004-05 is given in the **statement enclosed**. It may thus be seen that expenditure during the year 2004-05 has increased by Rs.63 lacs as compared to expenditure for the year 2003-04, despite institute having exercised strict austerity measures. Increase in expenditure has been mainly due to payment of pensionary benefits to the faculty retired during the year 2004-05, and rise in number of pensioners.

Sanctioned strength of faculty of this institute is 65 and at present 21 posts are vacant for which process of recruitment has been initiated. These posts will be filled shortly. After these posts are filled up, annual Non-plan expenditure will go up by another Rs.75 lakhs. In next 3-4 years senior faculty and staff will be superannuating and the non plan expenditure will rise further. In addition to this maintenance cost e.g. water and electricity charges have escalated and are likely to go up in future also. It is estimated that there would be enormous increase in annual non plan expenditure in the years to come.

Institute's average expenditure will go up by 35% per annum. Internal resource generation has been stagnating at the same level during the past 4-5 years as is evident from statement of expenditure. It is apprehended that internal resource generation may

Financial Statement for the last five years showing Budget Estimates, Grants received and the Expenditure incurred

Particulars	Rupees in lakhs				
	2000-01	2001-02	2002-03	2003-04	2004-05 2005-06 (upto July, 2005)
Budget	511.83	509.10	475.00	598.58	500.00 570.00
OB as on 1st April	0.39	0.00	0.09	0.03	0.06 0.19
Grant received	377.00	390.00	390.00	450.00	490.00 120.00
IRG	50.00	89.81	115.50	72.60	95.67 29.41
Expenditure	427.39	479.72	505.56	522.57	585.54 247.96
Unspent Balance	0.00	0.09	0.03	0.06	0.19 -98.36

not be keeping a pace with the rising expenditure. In this context the institute has forwarded its interim reaction / reply to the MHRD vide letter No.27567 dated 18.08.2005 (copy enclosed as **Annexure-IV at page no.32**) whereby we have expressed our inability to augment our internal revenue generation owing to the instructions contained in their letter No.F-7-26/2000.TS.IV dated 04.05.2001 (copy enclosed as **Annexure-V at page no.33-34**) which interalia provides that the training services to the technical education system is to be provided without charging any course fees. It leaves us with a very limited scope to augment our internal revenue to meet the ever increasing expenditure on account of pay and allowances on account of enhanced Dearness Allowance / Operational and Maintenance expenses and filling of vacant faculty positions. The following proposals are submitted to the Finance Committee / Board of Governors to consider and recommend to the Government of India accordingly.

- (i) The institute may be provided with Non-plan Grant of Rs.700 lakhs for the year 2005-06 based on the revised estimates for the year 2005-06.
- (ii) The institute may be allowed to charge Course fee of Rs.300/- per day per participant (Rs.1500/- per week) from the sponsoring organization whether Government, Government Aided or Private and this would be taken as income of the institute. While TA / DA to the participants sponsored by the Government and Government Aided Polytechnics and Engineering Colleges would continue to be charged to the Plan Grant, the course fee would be taken as income of the institute
- (iii) To book maintenance and operative expenditure to Plan Grant as due to ban on recruitment of Non-teaching staff, some of the activities like Security, Cleaning, Maintenance are to be managed through outsourcing. This matter was also discussed jointly by all the four NITTTRs at Bhopal on 29-30 September,2005. The proposals made in the meeting are **enclosed as Annexure-VI at page No.35-39** for deliberations.

FINANCE COMMITTEE MAY CONSIDER THE ABOVE SCHEME AND ADVISE THE COURSE OF ACTION FOR ACCEPTING IMPLEMENTATION OF THE SCHEME FOR THE NEXT BLOCK YEARS 2005-06 TO 2009-10.

ITEM NO.F.4.7 TO CONSIDER ADOPTION OF THE REVISED RULES/INSTRUCTIONS ISSUED BY GOVERNMENT OF INDIA, MINISTRY OF FINANCE REGARDING PROCUREMENT OF GOODS AND SERVICES.

The Institute follows the rules/instructions regarding procurement of Goods and Services and enter into contracts as contained in General Financial Rules formulated by the Ministry of Finance. These rules and instructions have now been made available in Swamy's Compilation of General Financial Rules 2006. (A copy of which is attached as **Annexure-VII at page no.40-47**). Salient Features of these rules are as under:-

- (i) Goods/Services upto the value of Rs.15000/-only as against Rs.1000/-on each occasion may be made without inviting quotations or bids on the basis of a certification to be recorded by the Competent Authority. (Rule 145)
- ii) Those costing above Rs.15000/- and upto Rs.1,00,000/- only on each occasion may be made on the recommendations of a Purchase Committee consisting of three members of an appropriate level as decided by the Competent Authority.

- iii) Invitation of tender by advertisement should be used for the Procurement of Goods of estimated cost of Rs.25,00,000/- and above. (Rule 150)

FINANCE COMMITTEE MAY CONSIDER AND RECOMMEND TO THE BOARD OF GOVERNORS TO ADOPT NEW GF RULES OF THE CENTRAL GOVT.

ITEM NO. F.4.8 TO CONSIDER THE INVESTMENT OF GPF/CPF ACCUMULATION INTO GOVERNMENT SECURITIES.

As per instructions issued by the Govt of India, Ministry of Finance, New Delhi vide their circular no.F.33-1/95-IFD dated 14 August,2003 and as per the approval of BOG, the institute invested a sum of Rs.461 lacs in various approved mutual funds dealing with Government securities. The Govt of India, Ministry of Human Resource Development reiterated vide their letter no.F.7-18/2004-TS.IV dated 3rd December,2004 (**copy enclosed as Annexure-A at page no.48**), it was also suggested that since the investment is as per the guidelines of the Government of India, Ministry of Finance, these may be followed strictly.

Since the return from the above investments was much lower than the investments in FDRs, an item was put up in the agenda of Finance Committee/BOG in their meeting held on 16 March,2005 vide item No. F.2.6 (**copy enclosed as Annexure- B at page no. 49**). The Finance Committee of the Institute expressed its concern about the much lower return. During discussion it was also suggested that the institute may prepare a self contained case regarding investment and returns there from and forward the same to the Ministry for their advice regarding short fall in earnings vis-à-vis interest payable on GPF/CPF to the institute employees and as to how the short fall was to be met with.

A self contained case regarding investment and return there from as on 31-3-2005 was prepared and forwarded to the MHRD vide letter no.NITTTTR/B&ITA/8698 dated 9 May 2005 (**copy enclosed as Annexure-C at page no.50-51**) for their consideration as to how the short fall in earnings vis-à-vis interest payable to the subscribers of the fund is to be met with. The Ministry vide their letters ibid dated 21st July, 2005 sought some more details of investments which were also provided by this institute letter dated 2.8.2005 (**copy enclosed as Annexure-D at page no.52**). The Govt of India, MHRD vide their letter No. F7-18/2005 TS IV (pt) dated 7.9.2005, has intimated that the case on the subject has been referred to the IFD & the comments of the IFD are **awaited (copy of letter is enclosed as Annexure-E at page no.53)**.

The Government of India, Ministry of Human Resource Development vide letter No. F.-7-18/2004 TS.IV dt 3.10.2005, advised the institute authorities to discuss the matters with IFD. Accordingly, the Senior Administrative Officer and the Accounts Officer of the institute visited the ministry on 26 & 27th Oct.,2005 and discussed the matter of investment of GPF /CPF accumulation into Govt securities and requested to allow the institute to exit from the investment made in mutual fund and to invest the amount suitably from where return around 8% could be earned /assured. The final reply from GOI is still awaited. However the funds of Rs.461 lacs are continued to be in Government Securities as on date though we had informed the Ministry of Human Resource Development of our intention of opting out of Government Securities vide our letter 2.8.2005.

The institute has made an exercise to ascertain the return of above investments as on 31.12.2005, the return which would have accrued had the investment been made in the FDRs and the amount of interest which the institute has to pay to the institute employees from the date of investments. A chart in this respect is enclosed as **Annexure-F at page no.54**. From the chart, it is clear that a sum of Rs.13.76 lacs has been earned from the

Mutual Funds which is only 1.50% per annum of the investment whereas the instt. could earn a definite return of Rs.43.53 lacs @ 6% on FDRs. On the other hand the institute has to pay a sum of Rs.75.37 lacs as interest @ 8% on the amount invested from the date of investment till 31.12.2005. In this way the institute had suffered a loss of Rs. 61.61 lacs.

On the basis of the above losses, Finance Committee may consider and recommend to the Board for approval to exit from Mutual Funds and invest the money in FDRs in Scheduled Banks where rate of interest is the highest. Alternatively, Ministry of Human Resource Development be approached to meet/bear the shortfall of returns. The Committee may advise further course of action in this regard.

FINANCE COMMITTEE MAY CONSIDER AND RECOMMEND TO THE BOARD OF GOVERNORS.

ITEM NO. F.4.9 TO CONSIDER HIRING CHARGES OF INSTITUTE STUDIO, PROFESSIONAL SERVICES AND CD/DVD/CHS ETC FOR OUTSIDERS.

The Board of Governors in its 86th meeting held on 10.07.2000 on the recommendations of the Finance & Personnel Committee(vide Item No.F.53.3) had authorized the Principal(now Director) of the institute to enter into agreement for and on behalf of the Institute with the outside parties for letting/hiring out institute equipment and properties on agreed terms and conditions. In exercise of the powers vested in him, the Director has approved the revised hire charges for institute studio, professional services and CD/DVD/VHS etc for letting out to outsiders as under:

(A) HIRING OF THE STUDIO:

Type of facility	PROPOSED RATES		EXISTING RATES	
	Full day(08 hrs) shift	Half Day(04 hrs) shift	(08 hrs) shift	(04 hrs)shift
Studio Floor and Lights	Rs.17,500	Rs.10,000	Rs.25,000	Rs.12,500
Studio Floor and Lights with Equipment and Manpower	Rs.30,000 on working days	Rs.17,500 on working days	Rs.40,000/-	Rs.20,000/-
Studio Floor and Lights with Equipment and Manpower	Rs.35,000/- On Sat, Sun & Holidays	Rs.20,000/- on Sat, Sun & Holidays	Rs.40,000/-	Rs.20,000/-
Audio Studio with Equipment and Manpower	Rs.15,000/-	Rs.10,000/-	--	--
Set Arrangement (Without AC & shooting lights)	Rs.5000/-	Rs.3000/-	Rs.5000/-	Rs.2,500/-
Extra Time charges	Rs.5000/- per hour	Rs.5000/- per hour	Rs.5000/- per hour	Rs.5000/- per hour
Security Deposit	Rs.25,000/ (Refundable)	Rs.25,000/ (Refundable)	Rs.25,000/ (Refundable)	Rs.25,000/ (Refundable)
Editor	Rs.300/- per hour	Rs.300/- per hour		
Animation	Rs.500/- per sec.	Rs.500/- per sec.		

The above said rates have been determined on the basis of costing as under:

FOR A SHIFT OF 8 HRS

Sr.No.	Particulars	Amount
1.	Salary per day of ETV staff	Rs.9,000
2.	Depreciation of equipment/day	Rs.3,500
3.	Air-conditioning/Electricity charges	Rs.4,000
4.	Institute shares	Rs.7,500/-
5.	Honoarium to be distributed to ETV staff on duty	Rs.4,000/- on working days Rs.9000/- on Saturday, Sunday & Holidays
6.	Honorarium for A/C, Electrical and other staff including sweeper and gate keeper	Rs.1,000/-
7.	Misc.Expenses	Rs.1,000/-
	Total: Rs.	(a)30,000/- on working days. (b)35,000/- on sat, sun & Holidays

(B) CHARGES FOR PROFESSIONAL SERVICES:

Cameraman	Rs.1000/- for 08 hrs.	Rs.500/- for 04 hrs.
Editor	Rs.150/- per hour	Rs.150/- per hour
Narrator (Professional)	Rs.2000/- per video programme	
Narrator (Non-professional)	Rs.800/- per video programme	
Music Composer	Rs.10,000/- per Documentary but not Lecture-based video	
Script Writer	Rs.5000/- per Documentary but not Lecture-based video	
Subject Expert	Rs.1000/- per hour of Recording in studio	

(C) CHARGES FOR CDS, DVDS AND VHS TAPES FOR MARKETING

No. of Progs.	Industry/Other Organisations			Private Academic Institutions		
	CDs	DVDs	VHS	CDs	DVDs	VHS
001	1000	1200	1200	0750	1000	1000
005	4000	4500	5000	2750	4000	4000
010	7000	7500	8000	5000	7500	7500
020	12000	13000	13500	9000	14000	14000
040	20000	22000	22500	16000	26000	26000
060	24000	27000	27500	21000	36000	36000
080	32000	36000	36500	24000	44000	44000

(Individual)

No. of Progs.	Govt. Institutions		Academic		(Academic) CDs/prog DVD/prog		(Industry/Orgns.) CDs/progDVD/prog	
	CDs	DVDs	VHS					
001	500	600	600	150	200	250	300	
				+50 for H & Pkg.		+50 for H & Pkg.		
005	2000	2500	2500					
010	3500	4500	4500					
020	6000	8000	8000					
040	10000	14000	14000					
060	12000	18000	18000					
080	16000	20000	20000					

The following terms and conditions will be applicable:

1. The studio facility or the manpower will be extended to the organisations only when there is no in-house production planned during the period requested for.
2. The rates, as mentioned in (A) on the pre-page, are those that the outside organisations, hereinafter mentioned as 'Party', will pay the Institute for hiring studio in advance for audio recording and their television programme production. These rates include charges for facilities like air-conditioning and electricity needed while setting up and installation of the set in the studio.

3. In case the party fails to complete the recording within the set time duration, then Rs.5000/- per hour of every additional hour of studio use will be charged:
4. The Programme Producer will fill an introductory form at the time of booking. Details pertaining to production will also be given in writing. No inflammable material, intoxicants or dangerous fuming gases are to be used in the studio.
5. In case of any cheating or misleading or hiding of information by the party is detected, then the Professor & Head, ETV Centre reserves the right to cancel the booking. The security deposit will also be forfeited.
6. The party will deposit 75% and balance 25% on weekly intervals of charges of the studio use in cash before the commencement of recording as advance payment. Apart from this, another sum of Rs.25,000/- will be paid in cash as security deposit. The security deposit will be refunded after the completion of the recording in case no damage of any kind (to movable and immovable equipment and accessories installed in the studio, control rooms and studio floor including the coir carpet outside the studio floor) or else this amount will be adjusted towards the damages accounted for. In case the party fails to turn up for the period booked for, the security deposit will be forfeited. Fresh booking will be at the sole discretion of the Professor & Head, ETV Centre.
7. Eatables are strictly prohibited in the studio unless it is part of the production in progress.
8. Only one Cameraman, will be provided and the client will have to pay for the rate of Cameraman as actual for other two Cameraman for Three Camera Studio recording
9. Any special equipment to be used by client shall have to be arranged by the client in consultation with Studio Incharge and with the prior approval of the HOD, ETV. Compatibility of the equipment can be tested a day before the actual recording subject to depositing the security and the booking amount as per demand notice, with the Cashier of the Institute.
10. Sets will be dismantled from the studio the very next day of the recording failing which additional amount of Rs. 10,000/- per day will be charged. The dismantled sets shall not to be stored in the institute.
11. 75% of the cost of electrical lights/bulbs will be paid by the client if it gets fused during the above mentioned studio operations.
12. Any damage to Acoustic/Cyclorama/Studio Flooring will be charged from client as per actual. Security of the client will not be released till the damage is repaired/compensated. In this case decision of Director, NITTTR, Chandigarh will be final and binding on the client.
13. In case of any dispute, all legal matters will be settled in the jurisdiction of Union Territory of Chandigarh.

14. Director of the institute/his representative will have the discretion to cancel the booking of studio and confiscate the recorded material in case the script of programme has any anti-national/obscene expression or has expression hurting the religious/social feeling of any community. In this respect the decision of the Director is final and binding
15. The party will ensure to maintain proper discipline and conform to the Institute norms before, during and after the recording.
16. The studio hiring timings can be extended upto a maximum of 10.00 p.m. After 10.00 p.m. no hiring his possible and the studio will remain closed till 9.00 a.m. on the next day.

FINANCE COMMITTEE MAY CONSIDER AND MAKE RECOMMENDATIONS TO THE BOARD

ITEM NO. F.4.10 TO CONSIDER PURCHASE OF A NEW CAR FOR THE USE OF CHAIRPERSON, BOARD OF GOVERNORS.

The Chairperson, Board of Governors has desired, (copy enclosed as Annexure VIII at page no.55) that she may be provided an independent car for her office use so as to facilitate her to fulfil her official obligations. The Institute has one staff car for the Director and another staff car for common use of the Institute employees. The car meant for the common use is more than 12 years old.

It is, therefore, proposed that a new staff car may be purchased during the current financial year for the official use of the Chairperson for which budget provision of Rs. 5.00 lac may be made. However in the meantime, car may be arranged on hire basis.

FINANCE COMMITTEE MAY CONSIDER AND RECOMMEND.

ITEM NO. F.4. 11 TO CONSIDER THE IDENTIFICATION OF DENTISTS AND FIXATION OF TREATMENT CHARGES AT PAR WITH P.G.I.

At present there are four dentists for the treatment of Institute employees and their families. This number is insufficient to meet the needs of all the employees. It is therefore, suggested that another 2-3 more dentists should be identified in the cities of Panchkula/ Mohali for the treatment of employees and their families.

The employees are facing difficulties in the matter of paying for the dental services availed and claiming reimbursement for the same subsequently at general hospital rates. In order to mitigate this hardship, it is suggested that the rates for the different dental services to be charged by the dentist and claimed for reimbursement by the employees may be made at par with the rates of Post Graduate Institute of Medical Education and Research (PGI), Chandigarh.

THE COMMITTEE MAY CONSIDER THE PROPOSAL AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD FOR APPROVAL