

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

AGENDA FOR THE FIFTH MEETING
OF THE FINANCE COMMITTEE
TO BE HELD ON 21.7.2006 AT 11.00 A.M.
AT I.I.T. NEW DELHI

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ITEM NO. F. 5.1 TO CONFIRM THE MINUTES OF THE 4TH MEETING OF FINANCE COMMITTEE OF NITTTR CHANDIGARH HELD ON 27.1.2006 AND TO REPORT ACTION TAKEN THEREON.

(a) The minutes of the 4th meeting of the Finance Committee of NITTTR, Chandigarh held on 27.1.2006 were circulated amongst all of its members vide institute letter No. NITTTR/Board/4th-Minutes/53848 dated 7.2.2006 & 53872 dated 8.2.2006 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure-1** at **page No 9-17** for perusal. 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:

Item No.F.4.1(a) Confirmation of minutes of 3rd meeting of Finance Committee.

Item No.F.4.2 Revised Budget Estimates for the year 2005-06 and Budget Estimates for 2006-07.

Item No.F.4.4 Annual Accounts of the institute for the year 2004-05.

Item No.F.4.7 Adoption of revised GFR.

Item No. F.4.9 Hiring Charges of institute studio & professional services etc.

Item No.F.4.10 Purchase of a new car.

Item No.F.4.11 Dentist AMAs & PGI rates for dental treatment.

Item No.F.4.12 Security of campus of the Institute.

Against

ITEM NO.F.2.3 TO CONSIDER AUDIT AND INSPECTION REPORT ON THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2003-04 ---PUDA COURT CASE.

The case is still pending with the Court. Last hearing was done on May 16, 2006 when PUDA had produced six witnesses in support of their case. Next hearing is fixed for 22nd July, 2006. The institute counsel is now preparing for cross examination of witnesses on the next hearing.

Against

ITEM NO.F.2.4 TO CONSIDER THE ACTION TAKEN BY THE INSTITUTE REGARDING THE POST GRADUATE PROGRAMMES---DEEMED UNIVERSITY STATUS.

The institute has been making efforts for obtaining Deemed University Status/Status of a Central Institute. In the Vision Document of the institute prepared and submitted to the Ministry, this requirement of Deemed University Status/Status of central institute has been spelt out as an enabling strategy so that institute is able to offer a variety of programmes from certificate level to post-graduate level and even fellowship programmes in the relevant areas.

Against

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.

The institute has re-submitted the proposal to the Ministry of Human Resource Development, Government of India New Delhi on 2-6-2006 alongwith the proposed drawings (plans) of 'Additional Lecture Hall complex' and 'New Hostel Block' for approval and one-time financial sanction which are still awaited. A copy of the proposal is placed as **Annexure-II at page No 18-31**

Against

ITEM NO.F.4.5

TO CONSIDER THE AUDIT AND INSPECTION REPORT ON THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2004-05.

Para wise replies to Audit and Inspection Report on the Annual Accounts of the Institute for the year 2004-05 have been submitted in the Office of the Principal Accountant General (Audit) PB. & UT Chandigarh vide Institute letter No. NITTTTR/B&ITA/54895 dated 22.2.2006 for their information and consideration. Further comments were received where two audit paras (para No. 6-B and para 1) have been dropped. The Audit Party is expected to visit the Institute during July 2006 to audit the accounts for 2005-06 and updated annotated reply of the Audit Inspection report for 2004-05 will again be submitted to audit for their consideration to drop the outstanding paras.

Against

ITEM NO.F.4.6

TO CONSIDER INTRODUCTION OF BLOCK GRANT SCHEME 2005(NON PLAN) OF GOVERNMENT OF INDIA IN RESPECT OF CENTRALLY FUNDED HIGHER EDUCATIONAL INSTITUTES OF IMPORTANCE.

As desired by the Finance Committee/ Board of Government, a comprehensive note was prepared and submitted to the Review Committee constituted by the MHRD. Recommendations of the Review Committee are however awaited.

Due to introduction of Block Grant Scheme the Non Plan expenditure has exceeded by Rs. 100.94 lac from the allocated grant. The institute has requested the MHRD regulate excess expenditure by additional grant vide letter No. 16043 dated 29.6.2006, a copy of which is attached as **Annexure-III at page No 32-33**

Against

ITEM NO.F.4.8

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

As decided by the Finance Committee/Board of Governors the surplus GPF/CFR money has been reinvested in FDRs in Govt. Scheduled bank so as to protect the institute's interest.

ITEM NO. F.5.2. TO REPORT INSTRUCTIONS/CLARIFICATIONS ISSUED BY THE GOVERNMENT OF INDIA, MINISTRY OF HUMAN RESOURCE DEVELOPMENT REGARDING GRANT OF PENSIONARY BENEFITS IN RESPECT OF EMPLOYEES OF AUTONOMOUS BODIES.

The government of India, Ministry of Human Resource development vide their letter No.F.19-20/2005-IFD dated 22.2.2006 (copy enclosed as **Annexure- IV at page No 34-35**) have issued instructions/clarifications regarding grant of pensionary benefits such as switchover from CPF to Pension, counting of past service, new pension scheme etc. in respect of employees of various autonomous bodies under the Ministry of Human Resource Development.

These instructions which are based on the existing service rules of the Central government are already being followed in the institute meticulously.

THIS IS FOR INFORMATION OF THE FINANCE COMMITTEE.

ITEM NO.F.5.3. TO CONSIDER WRITE OFF OF LOSS ON ACCOUNT OF MISSING ITEMS OF EISA COMPUTER SYSTEM PURCHASED IN 1992-93.

The EISA Computer System with 16 monitors was procured by the Institute in 1992-93 on DGS & D rates under the World Bank assisted project. During physical verification of the equipment, the following two items were found short:

	<u>Cost Price</u>	<u>Depreciated Value</u>
(i) Monitor 14" VGA Colour with VCA Card (640x480) resolution (Sr.No.6501301).	Rs.20,040.00	634.79
(ii) VT Terminal with 14" Monitor, Key Board Terminal (PCL Make) Sr.No. PCT 20049)	Rs. 9,810.00	310.75
	<u>Rs.29,850.00</u>	<u>945.54</u>

A committee was constituted to investigate the matter. Recommendations of the committee are attached as **Annexure-V at Page No 36-38** The committee keeping in view the obsolescence of the items, has recommended to write off the loss. No responsibility could however be fixed by the committee for the loss. In view of the recommendations of the committee, it is proposed that the loss on account of two missing items of EISA Computer System may be written off.

THE FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS REGARDING WRITING OFF OF THE ABOVE SAID LOSS.

ITEM NO.F.5.4 TO CONSIDER WRITE OFF OF OBSOLETE UNSERVICEABLE STORES INCLUDING EQUIPMENT FURNITURE ETC.

Physical verification of stores including equipment and furniture etc. of the institute is conducted at the end of each financial year as per provisions of GFR 192(1) read with GFR 192(3) (iii). 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 2004-2005. Physical verification reports submitted by the committees have been attached as **Annexure-VI at page No 39-88** for perusal.

The committees have recommended that the Stores including equipment and furniture 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 ENGG. DEPTT.					
a)	Electrical Engg. Laboratory	1968-1998	48,422.00			
b)	Telephone Mtc. Section	1990-2001	6,248.91		55,536.80	
c)	Electrical Mtc. Section	1985-2001	865.89			
2.	MECHNICAL ENGG. DEPTT.					
	AC Maintenance	1984-1994	73,592.74		73,592.74	
3.	CIVIL ENGG. DEPTT.					
a)	Concrete Technology Lab.	1970-1999	10,273.80			
b)	Soil Engg. Laboratory	1968-1973	5,220.00			
c)	Hydraulics Laboratory	1976	1,045.00			
d)	PHE/Environmental Engg. Lab.	1993	70,982.50			
e)	Computer Application Lab.	1995-1999	76,239.60		1,63,760.90	
4.	ELTX. & COMM. ENGG. DEPTT.					
a)	ELTX. & COMM. ENGG. LAB	1970-1988	67,745.28			
b)	ELECTRONICS SERVICE CENTRE	1983-1998	66,583.24		1,34,328.52	
5.	ETV DEPARTMENT.					
a)	Post Production ETV	1986-1998	3,55,016.80			
b)	ETV Studio	1983-1988	89,169.00			
c)	Video Cassette Library	1985-1990	1,76,274.00			
d)	Tool & Implementation	1996	1,700.00			
e)	Audio Video Workstation Lab.	1993	1,00,658.25			
f)	ENG. Laboratory	1983-2002	1,69,442.00			
g)	Graphic Section ETV	1988-1994	2,810.00		8,95,070.05	

6.	COMPUTER SCIENCE DEPTT.	1984-2000	19,97,774.02	19,97,774.02
7.	APPLIED SCIENCE DEPTT.	1970-2000	51,162.65	51,162.65
8.	MEDIA CENTRE (RESOURCE CENTRE)	2004-2005	37,720.08	37,720.08
9.	ESTATE DEPTT.			
a)	Building Maintenance	1987-2005	14,997.37	
b)	Campus Maintenance	1984-2004	9,371.24	24368.61
10.	HOSTEL	1977-2001	50,655.07	50,655.07
11.	GUEST HOUSE	1984-2001	3,765.30	3,765.30
12.	CENTRAL STORE	1988-2001	2,601.22	2,601.22
13.	RURAL DEV. DEPTT.	1996	48,300.00	48,300.00
14.	CURRICULUM DEV. CENTRE	2001	9,299.00	9,299.00
15.	IMCO DEPARTMENT	1977-1991	3,062.88	3,062.88
16.	CONTINUING EDUCATION	1995	5,325.00	5,325.00
17.	EDIC DEPARTMENT	1995	69,814.00	69,814.00
18.	LIBRARY	1996	3,87,113.00	3,87,113.00
19.	ESTABLISHMENT SECTION	1998-1999	3,224.00	
20.	ME CELL	1995	1,02,952.50	1,02,952.50
21.	ACCOUNTS SECTION	1993-1998	2,73,339.50	2,73,339.50
22.	FURNITURE	1969-1999	10,662.39	10,662.39
			Total	Rs. 44,03,428.23

The equipment/stores of the Civil Engineering Department, Educational Television Department, Computer Science Department, Library, ME Cell and Accounts Section at Sr. No. 3,5,6,18,20 and 21 above, was costing Rs. 38,20,009.97. It included costly items worth Rs.24,55,455.40. Since the value of the equipment recommended for written off was very high, therefore, another committee was

constituted vide Office Order No.201 dated 20.10.2005 to make suitable recommendations for writing off the equipment as recommended by the Physical Verification Committee of the Institute. The recommendations of the committee are also enclosed as **Annexure- VII at page No 89-90**. This Committee has also recommended to write off these items.

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 UNDP, have outlived their utility through long use and need to be written off. The equipment was received in the years 1973, 1984 and 1987.

EQUIPMENT RECEIVED UNDER UNDP AS FREE GIFT	VALUE
1. RESOURCE CENTRE (MEDIA CENTRE)	5433.40 (Deutsche Mark)
2. ETV DEPARTMENT (ENG.)	28,917.00 (Deutsche Mark)
Total	34,350.40 (Deutsche Mark)

(Conversion rate of one Deutsche Mark = Rs.5.73)

(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 government may be written off. Physical Verification reports in this regard are attached as **Annexure-VIII at page No 91-92**

After writing off, the written off items will be disposed of by 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 evolve any defect in the system or serious negligence on the part of any employee of the institute.

It is therefore proposed that the unserviceable, obsolete equipment/furniture as indicated above, whose book value is as under, may be written off.

	<u>Rs.</u>	<u>P</u>
1. Equipment items including Furniture (as per details above)	44,03,428.23	
2. Foreign Equipment gifted under UNDP (As per details above)	34,350.40	(Deutsche Mark)

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

ITEM NO.F.5.5 TO CONSIDER GRANT OF BENEFITS OF PROMOTION SCHEME OF THE GOVERNMENT OF INDIA, MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS TO THE INSTITUTE DRIVERS RETROSPECTIVELY WITH EFFECT FROM 1.1.1996.

On the recommendations of 5th Central Pay Commission, the Government of India, Ministry of Personnel, Public Grievances and Pensions(Department of Personnel & Training) had issued a promotion scheme for the staff car drivers. This scheme was extended to the staff car drivers of the institute with the approval of the Board of Governors accorded in their 82nd meeting held on 16.06.1999 vide item no.B82.21. However the institute staff car drivers could not be granted the benefit of this scheme from 1.1.1996 due to the following reasons:

1. Their cases for promotion under the Re-training and Re-deployment scheme of the institute from 1.1.1996 were under correspondence with the MHRD which were finally turned down by the Ministry vide their letter No. F.20-26/97.TS.IV dated 16.01.2000.
2. The qualifying practical test for Drivers was conducted on 18.01.2000. Therefore the benefit was given to them from that date only and not with retrospective effect from 1.1.1996.

As the benefit of Re-training and Re-deployment scheme could not be given to the institute staff car drivers, therefore, they may be considered for the benefit of above said Government of India's promotion scheme from 1.1.1996 instead from 18.01.2000. Due to non grant of benefit of promotion scheme from 1.1.1996 the following institute drivers are facing hardship:

Sr. No	Name & Designation	Date of joining	Pay Scale	Benefit actually provided	Benefit to be provided
1.	Shri Bakshish Singh, Driver	02.04.1974	4500-125-7000	18.01.2000	1.1.1996
2.	Shri Nanak Chand, Driver	23.06.1986	4000-100-6000	18.01.2000	1.1.1996

It is therefore, proposed that the eligible institute staff car drivers may be granted the benefit of promotion under the Government of India's promotion scheme retrospectively from 1.1.1996 though the practical test was conducted on 18.01.2000. In other words, the benefit granted to them from 18.01.2000 may be advanced to 1.1.1996.

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

ITEM NO.F.5.6 TO CONSIDER ENHANCEMENT OF FEE AND CONVEYANCE CHARGES OF DR MAHESH BATRA INSTITUTE PART TIME MEDICAL OFFICER & THE PART TIME DISPENSARY ATTENDANT.

A dispensary has been provided in the official premises of the Institute to meet with the medical requirements of the trainees, students and the employees and their dependents. A part time qualified Medical Officer and a part-time dispensary attendant have been engaged for the purpose.

The Board of Governors in their 96th meeting held on 15.10.2003 (vide item No.96.17) on the recommendations of Finance and Personnel Committee (vide item No.F.63.7) had approved monthly fee and transportation charges of the Institute part-time Medical Officer and the fee of the part time Dispensary Attendant including her transportation charges as under :

Fee of Part-time Medical Officer	Rs.4400/-per month
Transportation charges of Medical Officer	Rs.1000/- per month
Fee of Part-time Dispensary Attendant Including transportation charges (to be arranged by the Medical Officer)	Rs.1200/- per month

The part-time Medical Officer, Dr Mahesh Batra has requested on 27.06.2006 (copy with enclosure attached) that for the last more than 2 years there is no increase in his fee and transportation charges as well as fee of Dispensary Attendant though the prices are escalating and the costs of living is high these days. As such, the amount paid to him is quite less as compared to the services involved. He has, therefore, requested to consider enhancement of his monthly fees and transportation charges and also fee of part-time fee of Dispensary Attendant as under .:

1. Monthly fee of part-time as Medical Officer from Rs.4400/-p.m.toRs.8000/-p.m.
2. Transportation charges of Medical Officer from Rs.1000/-p.m.toRs.2500/-p.m.
3. Fee of Part-time Dispensary Attendant fromRs.1200/-p.m.toRs.2500/-p.m.
including transportation charges
(to be arranged by the Medical Officer)

The request of Part-time Medical Officer for enhancement of his fee and transportation charges and the fee of Dispensary Attendant may be considered.

THE FINANCE COMMITTEE MAY CONSIDER ENHANCEMENT OF FEE AND TRANSPORTATION CHARGES OF PART-TIME MEDICAL OFFICER AND FEE OF PART TIME DISPENSARY ATTENDANT AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS.