

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

AGENDA FOR THE SIXTH MEETING
OF THE FINANCE COMMITTEE
TO BE HELD ON 13.10.2006 AT 11.30 A.M
AT NITTTR CHANDIGARH

CONTENTS

ITEM NO.	PARTICULARS	PAGE NO.(S)
F.6.1	TO CONFIRM THE MINUTES OF THE 5 TH MEETING OF FINANCE COMMITTEE OF NITTTR CHANDIGARH HELD ON 21.7.2006 AND TO REPORT ACTION TAKEN THEREON.	1-3
F.6.2	TO APPROVE THE REVISED BUDGET ESTIMATES OF THE INSTITUTE FOR THE FINANCIAL YEAR 2006-07 AND BUDGET ESTIMATES FOR THE YEAR 2007-08.	3
F.6.3	TO CONSIDER AND APPROVE THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2005-06.	3
F.6.4	TO CONSIDER CREATION OF A POST OF HINDI OFFICER IN THE PAY SCALE OF RS. 6500-10500.	4-6
F.6.5	TO CONSIDER GROUPING OF SOME GROUP 'D' POSTS WITH IDENTICAL PAY SCALES IN THE SAME CADRE	6-8
F.6.6	TO CONSIDER DELEGATION OF FINANCIAL POWERS OF HODs TO INCUR EXPENDITURE UPTO RS.2500/- IN EACH CASE.	8

ANNEXURES

I	Enclosure to Item No F. 6.1(a)	9-13
II	Enclosure to against Item No.F.2.3	14-21
III	Enclosure to against Item No F.5.7	22-30
IV	Enclosure to Item No F. 6.5	31-33

ITEM NO. F. 6.1 TO CONFIRM THE MINUTES OF THE 5TH MEETING OF FINANCE COMMITTEE OF NITTTR CHANDIGARH HELD ON 21.7.2006 AND TO REPORT ACTION TAKEN THEREON.

(a) The minutes of the 5th meeting of the Finance Committee of the Institute held on 21.7.2006 were circulated amongst all of its members vide institute letter No. NITTTR/Board/5th-Minutes/22169-181 dated 31.7.2006 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure-I at page No.9-13** 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.5.1.(a) Confirmation of Minutes of the 4th meeting of Finance Committee.

Item No. F.2.3 The PUDA Court case is still pending in the court. However, the brief history and current status of the case is given in **Annexure-II at page No.14-21**. This item is however also included in the agenda of BOGs' meeting to be held on 13.10.2006.

Item No. F.2.4 Action taken by the institute regarding the post graduate programmes—Deemed University Status. This item is also included in the agenda of BOGs' meeting to be held on 13.10.2006.

Item No. F.4.8 Investment of GPF/CPF accumulation into government securities.

Item No. F.5.2 Instructions/clarifications issued by the Government of India, MHRD regarding grant of pensionary benefits in respect of employees of autonomous bodies.

Item No. F.5.3 Write off of Loss on account of missing items of EISA computer system purchased in 1992-93.

Item No. F.5.4 Write off of obsolete and unserviceable stores including equipment, furniture etc.

Item No. F.5.6 Enhancement of fee and conveyance charges of Dr. Mahesh Batra, institute part-time Medical Officer & the part-time Dispensary Attendant.

Against

ITEM NO.F.4.3

TO CONSIDER AND RECOMMEND TO THE BOARD REGARDING THE INSTITUTE'S REQUIREMENT FOR ADDITIONAL SPACE FOR (i) LECTURE HALL COMPLEX AND (ii) NEW HOSTEL BLOCK.

The proposal for construction of Lecture Hall Complex and New Hostel Block was sent to the Ministry vide Institute letter No.NITTTTR/NC/11523 dated 02.06.2006. In response thereto, the Ministry vide their letter No.F-7-13/2006-TS.IV dated 01.08.2006 had suggested that the requirement of additional Plan funds over and above the budget allocated to the Institute during 2006-07, may be informed to the Ministry. Accordingly the additional requirement of funds has been included in the Revised Budget Estimates (Plan) of the institute for the year 2006-07 and the Budget Estimates (Plan) for the year 2007-08. The same will be sent to the Ministry after approval by the Board.

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.

The Audit and Inspection Report for the year 2005-06 which includes the review report on outstanding audit paras of earlier reports including the report for the year 2004-05, has been received from the Principal Accountant General(Audit), Punjab & UT Chandigarh vide their letter No.OAD/Civil/Lakha Priksha/CHD/2005-06/06-07/301-02 dated 03.08.2006. It reveals that ten old audit paras have been settled or updated.

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 EDUCATION INSTIUTES OF IMPORTANCE.

As desired by the Finance Committee/ BOGs, the Ministry of Human Resource Development has been requested vide Institute letter No. NITTTTR/B&ITA/Grants/29274 dated 19.9.2006 and No. 31446 dated 27.9.2006 to enhance the grant-in-aid under Non Plan to the tune of Rs. 110 lac over and above the allotted funds fixed under Block Grant scheme for the year 2006-07 as the institute will not be in a position to meet with the expenditure within the already allotted funds of Rs. 490.06 lac under block grant scheme. The institute has also requested the Ministry under block grant scheme vide letter No.NITTTTR/Acctt/Grant/31446 dated 27.9.2006 to regularize the excess non plan expenditure of Rs. 100.94 lac spent during the year 2005-06.

Against

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.

The proposal for grant of benefits of promotion to the institute drivers retrospectively from 1.1.1996 is being sent to the Ministry for final approval.

Against

ITEM NO.F.5.7 TO CONSIDER THE AUDIT REPORT OF THE INSTITUTE FOR THE YEAR 2005-06.

Audit of the Institute accounts for the year 2005-06 was undertaken by Principal Accountant General(Audit) Punjab & UT Chandigarh from 03.07.2006 to 04.08.2006. However SAR alongwith audit certificate is yet awaited from the Audit Office. Reply in annotated form to the Audit & Inspection Report has already been sent to the Audit Office vide Institute letter No.NITTTTR/Budget & ITA/Audit/81 dated 11.9.2006, a copy of which is attached as Annexure-III at page No. 22-30, for perusal and approval.

ITEM NO. F.6.2 TO APPROVE THE REVISED BUDGET ESTIMATES OF THE INSTITUTE FOR THE FINANCIAL YEAR 2006-07 AND BUDGET ESTIMATES FOR THE YEAR 2007-08.

The Revised Budget Estimates of the Institute for the Financial year 2006-07 and Budget Estimates for the year 2007-08 are annexed herewith. The same may be considered and recommended to the Board of Governors for approval.

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

ITEM NO.F.6.3 TO CONSIDER AND APPROVE THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2005-06.

The Annual Accounts of the institute for the year 2005-06 were submitted to the Audit Office for audit and issuance of Audit certificate and Utilization Certificate. Though the audit of the accounts was conducted by Principal Accountant General(Audit) Punjab & UT Chandigarh from 3.7.2006 to 4.8.2006, yet the said certificates and report are still awaited from the Audit Office. The same will be placed before the Finance Committee at the time of the meeting, if received, from the Audit Office by that time, for consideration and recommendations to the Board for approval.

ITEM NO.F.6.4 TO CONSIDER CREATION OF A POST OF HINDI OFFICER IN THE PAY SCALE OF RS. 6500-10500.

At present the following posts have been sanctioned for the Institute for implementation of Official Language Policy of the Government of India:

(i)	Senior Hindi Translator	One	Rs.5500-9000
(ii)	Hindi Translator	One	Rs.4500-7000
(iii)	Hindi Typist	One	Rs.3050-4590

However the norms laid down by the Government of India, Ministry of Home Affairs vide their OM No.13035/3/95-OL(P&C) dated 22 July, 2004, for sanction of minimum number of posts for implementation of Official Language Policy for the Attached/Subordinate Offices of the Government of India, are as under:

- i) One Hindi Officer or Assistant Director (O.L.) in each attached/subordinate office having 100 or more ministerial employees.
- i) (a) For offices located in Region "A" (excluding offices of Defence forces and Para-military forces) one Junior Translator in an office having 18 to 125 ministerial employees; two Junior Translator for 126 or more ministerial employees.
- (b) For offices located in Region "B" and "C".
 - (i) One Junior Translator in an office having 18 to 75 ministerial employees; two Junior Translators for an office having 76 to 125 ministerial employees, three Junior Translators for an office having 126 to 175 ministerial employees; Three Junior Translators and one Senior Translator for an office having more than 175 ministerial employees.
 - (ii) These norms will also apply to those offices of Defence Forces and para-military forces in Regions "A" which move from one region to another.
 - (iii) One post of Hindi Typist may be provided in all those offices of the Central government in Regions "B" and "C" which have at least 25 ministerial employees. A post of Hindi typist may also be provided in offices which are newly created in region "A" provided they have at least 25 ministerial employees, these norms will also apply to those offices of Defence forces and paramilitary forces in region "A" which move from one region to another.

The number prescribed in the above said guidelines is the minimum so that these posts are provided on the basis of the number of employees and the region where the office is located, without any work study, so that the implementation of the official language policy is not adversely affected. If more posts are justified in any office keeping in view the quantum and nature of work, these can be created on the basis of a work study.

While conducting the work study, all items of work which are required to be done in Hindi or bilingually (in both Hindi and English) according to the requirements of the official languages Act, Rules, Annual Programme etc., and not on the those which are at present being done, should be taken into account. Needless to say, the work study should be done on a careful assessment of the quantum of work load and not on adhoc basis.

In the training institutions of the Central Government, necessary posts may be created for translating the training material on the basis of quantum of translation work for imparting training in Hindi medium. There is no need to prescribe any norms for minimum posts for this purpose.

As per guidelines of the Government of India regarding implementation of the official Language Policy, the post of one Hindi Officer can be created in Attached/Subordinate offices where the number of ministerial employees are 100 or more. The term 'ministerial employees' includes those employees or officers who have been sanctioned for ministerial duties irrespective of the fact that they are technical or scientific employees or officers. In case of technical and scientific posts are sanctioned for such work but incumbents have been entrusted with ministerial work they may also be taken into account for computing Hindi posts after verification of the nature of work of such employees.

According to the above norms/guidelines the minimum Hindi Staff required is as under:

- (i) Hindi Officer (One) in the scale of Rs. 6500-10500 since we have 198 administrative/technical employees who are doing ministerial duties.
- (ii) Hindi translator (three) in the scale of Rs. 4500-7000.
- (iii) Hindi Typist (One) in the scale of Rs. 3050-4590.

At present the institute is having the following staff for implementation of Official Language Policy:

- (i) Senior Hindi Translator One Rs. 5500-9000
- (ii) Hindi Translator One Rs. 4500-7000
- (iii) Hindi Typist One Rs. 3050-4590

The total number of employees working in the institute excluding Group 'D' staff is 198. Therefore in accordance with the norms stated above, the institute requires one Hindi Officer in the pay scale of Rs.6500-10500, in addition to the already sanctioned posts indicated above.

It may also be submitted that during review of work of the Institute by the Parliamentary Committee on Official Language regarding implementation of Official Language policy of the Central Government in the Institute on 30.8.2006, it was desired by the Parliamentary Committee that every organization must create posts for implementation of the Official Language policy in accordance with the norms laid down by the Government of India, Ministry of Home Affairs, as stated above.

The Finance Committee may, therefore, consider creation of one post of Hindi Officer in the pay scale of Rs. 6500-10500 for the Institute and make suitable recommendations to the Board of Governors.

It is also proposed that after creation of post it will be filled by direct recruitment through open selection on All India basis. The recruitment rules for the post will be framed after creation of the post and the same will be submitted to the Board of Governors for approval. These rules will however be based on the rules in the similar organizations/other Subordinate Offices of the Government of India.

FINANCE COMMITTEE MAY CONSIDER AND RECOMMEND.

ITEM NO.F.6.5 TO CONSIDER GROUPING OF SOME GROUP 'D' POSTS WITH IDENTICAL PAY SCALES IN THE SAME CADRE

The Recruitment Rules for the following posts were approved by the Board of Governors in their 84th meeting held on 22.02.2000 vide Item No. B.84.12:

Sr.No	Cadre	Pay scale
1.	Estate Assistant/Technician	Rs.4500-125-7000
2.	LDCs/Typists/ Receptionist	Rs.3050-75-3950- 80-4590
3.	Daftri/Head Peon	Rs.2610-60-2910-65-3300-70-4000
4.	Peons/Ward Boys	Rs.2550-55-2660-60-3200
5.	Sweeper/Sewerman	Rs.2550-55-2660-3200

These rules read as under:

Sr. No.	Cadre	Mode of appointment
1.	Estate Assistant/Technician	i) 67% by promotion amongst Mechanics Electrician/Plumber/Painter/Carpenter Painter/Carpenter/ Mason on the basis of seniority- cum- fitness failing which by open selection. ii) 33% by open selection

2. LDCs/Typists/ Receptionist
 - i) 90% by direct recruitment Graduate will be preferred.
 - ii) 10% reservation out of category D employees.
3. Daftri/Head Peon

100% by promotion amongst Guest Room Attendants, Peons, Ward Boys on the basis of seniority- cum-fitness.
4. Peons/Ward Boys
 - i) 75% by open selection.
 - ii) 25% from amongst category D employees such as Chowkidars, Frashers, Safaiwala etc and other category D employees who possess elementary of ability to read either English or Hindi or Regional Language subject to the condition that such employees have put in minimum 5 years as the pay scale of the post held by them is the same as that of Safaiwala, frashers and Chowkidars etc.
5. Sweeper/Sewerman

100% by open selection.

At present the following posts, out of the above, are being treated as separate cadre posts and the rest as same cadre posts.

1. Estate Assistant/Technician
2. Daftri/Head Peon
3. Peons/Ward Boys

Some of the institute employees are loosing benefits of stepping up of their pay due to treating of their posts as separate cadre posts. Consequently certain anomalies have arisen where juniors are drawing more pay than the seniors due to different designations.

In order to look into the matter, a Committee was constituted at the Institute level. The Committee has recommended that in view of the recruitment rules for these posts duly approved by the Board of Governors as stated above, these posts may be treated as same cadre posts as stated above. A copy of the recommendations of the Committee is attached as Annexure-IV at page No.31-33. It is therefore, proposed that the following posts may be treated as same cadre posts for

the purpose of service benefits based on inter-se-seniority as already done for the posts of LDC/Typist/Receptionist and Sweeper/Sewerman.

1. Estate Assistant/Technician
2. Daftri/Head Peon
3. Peons/Ward Boys

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

ITEM NO. F.6.6 TO CONSIDER DELEGATION OF FINANCIAL POWERS OF HODs TO INCUR EXPENDITURE UPTO RS.2500/- IN EACH CASE.

The HODs have been delegated powers to incur expenditure upto Rs. 1000/- in each case, without prior approval of the Principal (now Director) subject to Budget provision, by the BOG in its meeting held on 25.4.1987 vide item no. B.45.10. The issue has further been discussed in the meeting of the Professors and Heads of the Department held on 19.09.2006 wherein it has been opined that the present limit of Rs. 1000/- is insufficient to meet petty requirements like petty day to day purchases of stores procurement of cartridges for printer, repair of equipments etc. It was proposed to approach the BOG to raise the limit of delegation to Rs. 2500/- from the present limit of Rs. 1000/- subject to the following conditions:

1. Budget provision and availability of funds should be checked from the Accounts Section before granting sanction.
2. Monthly statement of sanction and expenditure be maintained by the respective departments and the same be sent to the Accounts Section.

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