

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND
RESEARCH, CHANDIGARH**

**AGENDA FOR THE 38th MEETING OF THE FINANCE COMMITTEE TO BE HELD
ON 29.06.2018 AT NITTTR, CHANDIGARH.**

F.38.0 Welcoming of the Chairman and Members

Previous Meetings.

**ITEM NO. F.38.1 TO CONFIRM THE MINUTES OF THE 37th MEETING OF THE
FINANCE COMMITTEE HELD ON 22.03.2018 at Shastri
Bhawan, New Delhi**

The minutes of the 37th meeting of the Finance committee of the Institute held on 22.03.2018 at Shastri Bhawan, New Delhi were circulated amongst all the members vide Institute letter No. NITTTR/Board/40th – Minutes/ 1198 -1203 dated 24.04.2018 (Copies of the minutes of above said meetings are enclosed as **Annexure – I (page Nos. 1 to 8)** No comments have been received from any members hence, the same may be confirmed as recorded. As such approval of the Ministry has already been received vide letter F.No.7-5/2018.TS.IV dated 15 May, 2018.

For confirmation

**ITEM NO. F.38.2 TO NOTE THE ACTION TAKEN ON THE DECISION MADE IN
THE 37TH MEETING OF THE FINANCE COMMITTEE HELD
ON 22.03.2018.**

ITEM NO. F.36.1	<p>TO CONFIRM THE MINUTES OF THE 34TH AND 35TH MEETING OF THE FINANCE COMMITTEE HELD ON 03.03.2017 AND 04.08.2017 RESPECTIVELY</p> <p>The minutes of the 34th and 35th(Special) meetings of the Finance Committee were considered and confirmed by the Hon'ble Members baring the Item No.F.34.2.8 for which there was an observation from the Ministry of Human Resource Development [MHRD], Govt of India. It was observed that the decision to reimburse the TA/DA to Prof MP Poonia (Ex-</p>	<p>Noted. A letter F.No7-6/2018 TS IV dated 17.05.2018 has been received from MHRD vide which the ministry has suggested the reimbursement of TA/DA and other expenditure of Dr MP Poonia, former Director, of NITTTR of his official visit to Taiwan under CPDA grant for the Block year 2016-2017. A copy is enclosed as Annexure- II (page No 9) The case of Dr. MP Poonia, was examined & considered, under CPDA & settled.</p>
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	<p>Director of the institute) for his visit to Taiwan was taken in the 34th meeting of Finance Committee which was agreed to by all Members. Prof MP Poonia initially did not claim any finance from the institute expecting the same from the Taipei Economic and Cultural Centre in India. When he did not receive the same, he got the same re-imbursed from the IRG of the Institute with due approval of the Hon'ble Chairman BOGs & Finance Committee. Realizing the need for such visit in the academic interest of the institute, the Committee advised the institute to make a fresh request with details to the Ministry for consideration to regularise the matter.</p>	
<p>ITEM NO. F.33.3.4.</p>	<p>TO CONSIDER AND APPROVE THE ENHANCEMENT OF HONORARIUM PAID TO EXPERTS INVITED FOR SHORT TERM COURSES AND ENGAGING ME/M.TECH CLASSES</p> <p>The Committee after deliberations accepted and recommended honorarium of Rs.1,500/- per session in short-term courses limited to Rs. 3,000/- per day. However, for experts in the rank of Professor from IITs and IISc, the honorarium shall be Rs.2,000/- per session with maximum limit of Rs. 5,000/- per day. For programme funded by the outside agency, the honorarium shall be as per the guidelines of the funding agency. In the absence of the guidelines, Director shall approve the honorarium and maximum limit per day so as to be within the sanctioned fund/budget of the funding agency. The same was recommended to the BOGs for approval.</p>	<p>Noted. A circular No 161 dated 08.12.2017 has already been issued</p>

<p>ITEM NO. F.33.3.5</p>	<p>TO CONSIDER REQUEST OF Ph.D. SCHOLARS ADMITTED WITH VALID GATE SCORE OR PU-PH.D.-ENTRANCE TEST FOR GRANT OF FELLOWSHIP</p> <p>The Members, after going through the contents, advised the institute to prepare a comprehensive plan to support PhD scholars to pursue PhD in the institute. The institute was advised to prepare modalities to utilize some parts from the institute overhead for offering fellowships or scholarships to limited exceptionally meritorious PhD scholars.</p>	<p>The institute is working out plan to support Ph.D scholars. Once it is finalized, the same shall be placed for consideration.</p>
<p>ITEM NO. F.33.3.7</p>	<p>TO CONSIDER AND APPROVE RENOVATION AND NEW CONSTRUCTIONS FOR THE FINANCIAL YEAR 2016-17 AND 2017-18</p> <p>The Members noted the contents and advised the institute to take up the work of construction of houses in Sector 42 by sending reminder to the Chandigarh Administration for allotment of additional land in Sector 38, Chandigarh. As both the works are independent from each other, the construction of houses at Sector 42, Chandigarh should not be clubbed with allotment of land in Sector 38. Contents of Sl. No. 1 to 4 against item No. F.33.3.7 were also recommended to BOGs for approval.</p>	<p>As directed by the Board, A letter No. NITTTR/CPD/Estate/ 2074 dated 30.05.2018 has been written to Chief Architect, Chandigarh for allotment of land in sector 38 West for the establishment of International Centre for Skill Development. Reply is awaited. The institute will request additional funds from Ministry to construct the new houses in Sector 42.</p>
<p>ITEM NO. F.34.1</p>	<p>TO CONFIRM THE MINUTES OF 33RD MEETING OF FINANCE COMMITTEE HELD ON 09.08.2016</p> <p>The matter was recommended to the BOGs as F.36.2 (F.33.3.4) for approval.</p>	<p>Noted.</p>

<p>ITEM NO. F.34.2.8</p>	<p>TO REPORT REGARDING REIMBURSEMENT OF TA/DA AND OTHER EXPENDITURE OF DR. MP POONIA FOR HIS OFFICIAL VISIT TO TAIWAN</p> <p>It was observed that the decision to re-imburse the TA/DA to Prof MP Poonia (Ex-Director of the institute) for his visit to Taiwan was taken in the 34th meeting of Finance Committee which was agreed to by all Members. Prof MP Poonia initially did not claim any finance from the institute expecting the same from Taipei Economic and Cultural Centre in India. When he did not receive the same, he got the same reimbursed from the IRG of the Institute with due approval of the Hon'ble Chairman BOGs & Finance Committee. Realizing the need for such visit in the academic interest of the institute, the Board advised the institute to make a fresh request with details to the Ministry for consideration and to regularize the matter.</p>	<p>Noted. A letter F.No7-6/2018 TS IV dated 17.05.2018 has been received from MHRD vide which ministry has agreed the reimbursement of TA/DA and other expenditure of Dr MP Poonia, former Director, of NITTTR of his official visit to Taiwan under CPDA grant for the Block year 2016-2017. A copy is enclosed as Annexure- II (page No 9). The case of Dr MP Poonia was examined & considered, under CPDA & settled.</p>
<p>ITEM NO. F.35.1</p>	<p>TO CONSIDER AND ADVISE REGARDING ARBITRAL TRIBUNAL AWARD</p> <p>The Members noted the contents of the item and advised the institute to make another attempt with NBCC to get the interest waived off or get some discount on the interest claimed by the NBCC. The Board authorized the Director to release the claimed amount but not exceeding Rs. 22,24,035/- [Rs. 21,71,948 + Service Tax Rs. 52,087), based on the outcome of the fresh effort. The same was recommended to BOGs for approval.</p>	<p>As directed by the Board of Governors a letter dated 10.08.2017 was written to the NBCC to waive off the interest on award amount. In response to this letter, NBCC has stated that " the request for waive off Rs.22,24,035/- is highly difficult to be accepted. Accordingly the payment of Rs. 22,24,035/- has been released to NBCC on 25.01.2018 by transferring amount through RTGS mode by UTR No SE 218025099352</p>
<p>ITEM NO. F.36.2.1</p>	<p>TO CONSIDER STATUS REPORT ON PROGRESS OF CAPITAL AND REVENUE EXPENDITURE</p> <p>The Members noted and recommended the same to BOGs.</p>	<p>Noted.</p>

<p>ITEM NO. F.36.2.2</p>	<p>TO CONSIDER DECLARATION OF GOODS INCLUDING EQUIPMENT, FURNITURE ETC. AS OBSOLETE OR UNSERVICEABLE</p> <p>The Members, after due deliberations, advised the institute to follow GFR strictly for writing off. The proposal of the institute under Item No. 36.2.2 for disposing off the equipment/items was accepted and recommended to the BOGs for approval.</p>	<p>Noted.</p>
<p>ITEM NO. F.36.2.3</p>	<p>TO CONSIDER AND APPROVE EXPENDITURE INCURRED UPTO 31.05.2017 UNDER TEQIP-II PROJECT</p> <p>The Members took note of the contents of the item and accepted the proposal to transfer balance amount of ` 7.54 lakh to the institute's main account as per TEQIP-II norms. The same was recommended to the BOGs for approval.</p>	<p>Noted.</p>
<p>ITEM NO. F.36.2.4</p>	<p>TO CONSIDER AND APPROVE INTERNAL AUDIT REPORT FOR THE SECOND HALF YEAR (OCTOBER 2016 TO MARCH 2017) OF THE FINANCIAL YEAR 2016-17 OF TEQIP-II PROJECT ACCOUNTS</p> <p>The Members took note of the excess amount spent against two heads of account listed in Sr. No. 1 and 2 under Item No. 36.2.4. As the excess expenditure is small percentage of the sanctioned under the head and there is a provision in TEQIP-II guidelines authorising the Board to approve the reappropriation of funds for project activities, the Committee accepted the proposal and recommended the item to Board for approval.</p>	<p>Noted.</p>
<p>ITEM NO. F.36.2.5</p>	<p>TO CONSIDER AND APPROVE STATUTORY AUDIT REPORT ON THE ACCOUNT OF TEQIP-II PROJECT FOR THE YEAR APRIL 2017 TO JULY 2017</p> <p>The Statutory Audit Report for the account of TEQIP-II project for the period from April 2017 to July 2017 was accepted and recommended to the BOGs for approval.</p>	<p>Noted.</p>

<p>ITEM NO. F.36.2.6</p>	<p>TO CONSIDER AND APPROVE WRITE OFF SIX COMPUTERS PURCHASED DURING 2009 AND TO CONSIDER DONATING THE SAME TO NGOs</p> <p>Item was withdrawn. The same shall be placed in future with details.</p>	<p>As directed by the Board of Governors, a fresh item No.F 38.3. is being placed .</p>
<p>ITEM NO. F.36.2.7</p>	<p>TO CONSIDER AND APPROVE THE WRITE OFF LOST OF ELECTRONICS ITEM i.e. TRANSDUCER TRAINER COSTING OF Rs. 2,27,100.70</p> <p>The Members, after going through the contents, took note of the recovered amount which was calculated based on the depreciation value. The equipment was in use for 14 years and lost during the renovation work in the year 2013. The Committee accepted the proposal of the institute and advised the institute to report the matter to the Audit Team as per GFR guidelines and recommended the same to BOGs for approval.</p>	<p>As directed by the Board of Governors, the matter will be reported to Audit during the next proper Audit.</p>
<p>ITEM NO. F.36.2.8</p>	<p>TO CONSIDER AND APPROVE THE REVISED BUDGET ESTIMATE OF THE INSTITUTE FOR 2017-18 AND BUDGET ESTIMATES FOR THE YEAR 2018-19</p> <p>The Committee accepted the Revised Budget Estimates for the year 2017-18 and Budget Estimate for the year 2018-19 and recommended the same to the BOGs for approval</p>	<p>Noted</p>
<p>ITEM NO. F.36.2.9</p>	<p>TO CONSIDER AND APPROVE THE DISTRIBUTION OF HONORARIUM AND COST ESTIMATION OF MOOCs</p> <p>The Members advised the institute to get the norms of MOOCs approved by NITTTTR, Bhopal. The Members were of the view that MOOCs is an initiative of Govt of India, MHRD, for which additional financial support is extended by MHRD. The institute should treat it as a consultancy activity and overhead charges of the institute must be charged against the 'honorarium' to be paid to</p>	<p>The financial guidelines Development of Moocs under 'SWAYAM' has been issued MHRD vide Om No 8-1/2015-TEL 11.3.2016. A copy is enclosed Annexure-III (page No 10).</p>

	<p>the Coordinator and also in other activity heads defined in MOOCs. The amount under overhead can also be used to hire part-time manpower including PhD scholars to support MOOCs activities. The institute after comparing with the approved rates of NITTTR, Bhopal needs to accept the lowest rate head-wise.</p> <p>The item was recommended to the BOGs for consideration and approval.</p>	
<p>ITEM NO. F.36.2.10</p>	<p>TO CONSIDER AND APPROVE THE PURCHASE OF MULTIUTILITY VEHICLE</p> <p>After deliberation, the Members accepted the proposal of the institute to purchase a 7-seater vehicle from GeM [Govt e-Marketplace] with an amount limited to ` 20 lakh. The institute doesn't have a vehicle against Director. Hence, same was recommended for the Director of the institute. The item was recommended to the BOGs for approval.</p>	Noted
<p>ITEM NO. F.37.1</p>	<p>TO CONFIRM THE MINUTES OF THE 36TH MEETING OF THE FINANCE COMMITTEE HELD ON 27.10.2017</p> <p>As no comment/suggestion was received on the minutes, the Hon'ble Members confirmed the minutes of the 36th meeting of the Finance Committee held on 27.10.2017 at Chandigarh.</p>	Noted
<p>ITEM NO. F.37.2.1</p>	<p>TO CONSIDER AND APPROVE THE INVESTMENT OF GPF IN GOVERNMENT SECURITIES</p> <p>The Committee deliberated on the item and asked the institute to get the information from other NITTTRs/NITs on how these institutes are handling the issue and put up the same to the next Finance Committee meeting for consideration.</p>	As directed by the Board, a letter NITTTR/B&ITA/GPF/2097-2099 dated 31.05.2018 has been written to NITTTRs to collect the information investment of GPF in Government Securities. Reply is awaited.

<p>ITEM NO. F.37.2.2</p>	<p>TO CONSIDER STATUS REPORT ON PROGRESS OF CAPITAL AND REVENUE EXPENDITURE</p> <p>Hon'ble Members noted the progress of the capital and revenue expenditure of the institute presented on the agenda item. The Hon'ble Members were also apprised of the issues of payment of the pension and seeking grant in this respect from the Ministry to avoid negative balance on the pension head.</p>	<p>Noted</p>
<p>ITEM NO. F.37.2.3</p>	<p>TO CONSIDER AND APPROVE THE RELEASE OF CPF AMOUNT TO THE INSTITUTE EMPLOYEES AND RETIRED EMPLOYEES WHO OPTED FOR THE NEW PENSION SCHEME FROM 1.1.2004</p> <p>The Hon'ble Members deliberated on the item and opined that the eligible employees of the institute may be paid CPF after deducting the gratuity which has been paid by the institute to these employees. The institute was further advised to communicate to the Ministry to get the clarification on the issue of release of the gratuity to the stated eligible employees of the institute. The release of gratuity is subject to the clearance from ministry.</p>	<p>As directed by the Committee calculation are being made. A letter No NITTTR/Admn/2305 dated 13.06.2018 has been written to MHRD. Reply is awaited.</p>
<p>ITEM NO. F.37.2.4</p>	<p>TO CONSIDER AND APPROVE THE REVISION OF PENSION OF PRE-2006 PENSIONERS- DELINKING OF REVISED PENSION FROM QUALIFYING SERVICE OF 33 YEARS</p> <p>After deliberating on the item, the Finance Committee advised the institute authorities to communicate with the ministry for getting the clarification/clearance from MHRD, GOI.</p>	<p>The instructions of MHRD letter (38/37/08-P&PW9A) dated 6th April 2016 for the revision of pension of pre-2006 pensioners delinking revised pension from qualifying service of 33 years are available to the institute. Board of Governor may kindly approve the payment of arrears to the pensioners</p>

<p>ITEM NO. F.37.2.5</p>	<p>TO CONSIDER DECLARATION OF GOODS INCLUDING EQUIPMENT, FURNITURE ETC. AS OBSOLETE OR UNSERVICEABLE</p> <p>The Committee after going through the agenda item approved the proposal and recommended the item to the BOGs for consideration and approval.</p>	<p>Noted</p>
<p>ITEM NO. F.37.2.6</p>	<p>TO CONSIDER AND APPROVE THE PROPOSAL FOR PAYMENT OF ARREAR FOR FACULTY AND NON – TEACHING STAFF</p> <p>The Committee ratified the decision of the Chairman, BOGs for implementing the 7th CPC for the faculty and non-teaching staff of the Institute and recommended the same to the BOGs. The Committee agreed to the payment of arrear to faculty and non-teaching staff as per 7th CPC guidelines on receipt of the grant and recommend the same to BOGs for approval</p>	<p>Noted.</p>
<p>ITEM NO. F.37.2.7</p>	<p>TO CONSIDER THE NON-PROCURED EQUIPMENTS LISTED IN REVISED ESTIMATES TO BE PART OF BUDGET ESTIMATES OF THE FOLLOWING YEAR</p> <p>The Hon'ble Members, after detailed deliberations, advised the institute to prepare the department-wise budget of the institute. The Committee authorised the Director of the institute to constitute a committee at the institute level to decide about the details of the equipments/items to be procured or the infrastructure to be developed under the overall approved budget limit. BOGs approval is required only for overall budget but not for details of equipments/items to be procured. In case, there is need to shift a part of budget from one department to another department, Director of the institute is authorised to do so without exceeding the overall budget approved for equipments/infrastructure [OH-35]. The same was recommended to the BOGs for consideration and approval.</p>	<p>Noted. As directed by the Bo committee has been constituted the Director.</p>

<p>ITEM NO. F.37.2.8</p>	<p>TO CONSIDER ENHANCEMENT OF MONTHLY REMUNERATION OF DR. PAWAN KUMAR KANSAL, INSTITUTE PART-TIME MEDICAL OFFICER AND PART-TIME DISPENSARY ATTENDANT</p> <p>The Hon'ble Members accepted the proposal to enhance the monthly remuneration of the part-time Medical Officer to Rs. 35,000/- per month. In addition, the Committee agreed to the continuance of monthly remuneration of existing honorarium of Rs. 6,000/- per month to the part-time Dispensary Attendant. The Committee recommended the item for consideration and approval of BOGs.</p>	<p>Noted. A circular No 54 dated 21.05.2018 has been issued .</p>
<p>ITEM NO. F.37.2.9</p>	<p>TO CONSIDER AND APPROVE THE REVISION OF TARIFF/RENTAL CHARGE OF GUEST HOUSE</p> <p>The Finance Committee, after examining the proposal to enhance the tariff/rental charges of Guest House, accepted the proposed rates [Annexure-I] and recommended the same to the BOGs for consideration and approval. The manpower to be engaged as Sweeper, Mali, Security Guard, Caretaker, Attendant etc. are to be met from the revenue generated from the Guest House.</p>	<p>Noted. A circular No 18 dated 08.05.2018 has been issued .</p>
<p>ITEM NO. F.37.2.10</p>	<p>TO CONSIDER AND APPROVE THE REVISION OF RENTAL CHARGE OF HOSTEL</p> <p>The Finance Committee, after deliberations, accepted the proposal to enhance tariff/rental charges of Hostel [Annexure-II], and recommended the same to the BOGs for consideration and approval. The manpower such as Sweeper, Mali, Caretaker, Attendant, Security Guard etc. to be engaged for student hostels (i.e. the hostel having ME/PhD students) are to be met from the revenue earned from the Hostel.</p>	<p>Noted. A circular No 21 dated 09.5.2018 has been issued .</p>

ITEM NO.
F.37.2.11

TO CONSIDER AND APPROVE REVISION OF SEATING FEE FOR THE EXPERTS AND INVITED GUESTS COMING FOR INSTITUTIONAL ACTIVITIES

The proposal submitted by the institute for enhancing the seating fee of the experts, invited guests, members of BOGs/Finance Committee/Society etc. was examined. The Committee was informed about the prevailing rates for similar assignments at national level institutes.

SEATING FEE FOR ATTENDING MEETING

S. No.	Seating Fee	Proposed Rs.
1.	Members of Board of Governors, Finance Committee and Society	4,000/- per Seating
2.	Outside Members of Academic Council	4,000/- per seating
3.	Chief Guest and Guest of Honour for National and International Functions conducted by the institute	4,000/-
4.	Members of Selection Committee	4,000/- per day
5.	Session Chair/Expert for invited talks [Except for ME/PhD/STC]	3,000/-
6.	Outside Expert Members of the Committee constituted to look into various matters pertaining to academic, financial, purchase, legal, conduct matters etc.	2,500/- per meeting limited to 4,000/for two different meetings in a day.

The Committee accepted the proposal of the institute and recommended the same to the BOGs for consideration and approval

Noted. A circular No 19 dated 08.05.2018 has been issued .

ITEMS F.38.3 ITEMS FOR CONSIDERATION

ITEM NO.F.38.3. 1 TO CONSIDER STATUS REPORT ON PROGRESS OF CAPITAL AND REVENUE EXPENDITURE

Progress of Capital and Revenue Expenditure Till upto 31.05.2018

(Rupees in lakh)

Particulars	Budget Estimates For 2017-18 approved by BOG	Opening Balance as on 1.4.2018	Grant Received from GOI,MHRD	Internal income generated (IRG)	Total fund available as on 31.05.2018	Progressive Expenditure upto 31.05.2018	Balance as on 01.06.2018
1	2	3	4	5	6	7	8
Capital (OH-35)	2140.95	351.95	-	-	351.95	31.10	320.85
Training & Pension (OH-31)	1651.67	190.32	-	-	190.32	127.84	62.48
Salary, Salary Part - B & Retirement Benefits(OH-36)	2284.52	185.73	-	-	185.73	495.48	(-)309.75
Non Salary(out of IRG)	964.28	1588.38	-	77.95	77.95	26.22	51.73

The updated expenditure will be put up on the table during the meeting.

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

ITEM No. F.38.3.2

TO CONSIDER AND APPROVE WRITTEN OFF SIX COMPUTERS PURCHASED DURING THE YEAR 2009 AND TO CONSIDER DONATING THE SAME TO NGOs

The above item was placed in the 36th meeting of the Finance Committee held on 27-10-2017, at NITTTR, Chandigarh and the same was withdrawn in the 40th meeting of the Board of Governors held on 22-03-2018 with the following remarks:

Item was withdrawn. The same shall be placed in future with details.

It is submitted that the department of Electronics and Communication Engineering of this institute had purchased six computers in the year 2009 with a total value of Rs 2,14,374/-. These became unserviceable and obsolete for institute usage. Accordingly, the same were written off vide Item No. B.37.2 against Item No. B.36.5.1 held on 03-03-2017 (Item No. F.33.3.2) of the 33rd meeting of Finance Committee held on 09-08-2016.

In earlier case also, the Board of Governors in its 18th meeting vide Item No. B.18.4.1 held on 09-11-2010 on the recommendations of the 18th meeting of Finance Committee (vide Item No. F.18.2.6) held on 09-11-2010 had allowed the institute for donating old computers, which were not being used by the departments. In compliance of the above decision of the Board of Governors, the institute had donated thirty five computers out of fifty one.

Since the above six computers are not required by the Electronics and Communication Engineering Department of this institute, it is, therefore, proposed that these computers may be approved for donation to some NGO as per decision taken in the 18th meeting of the Board of Governors held on 09-11-2010. The depreciation value of these six computers comes out to be Rs 140/- list enclosed as Annexure -IV (page no 11)


THE FINANCE COMMITTEE MAY CONSIDER AND APPROVE.

ITEM NO. F.38.3.3

PAYMENT OF INTEREST TO SH. K.L.SINGLA EX-SR.ADO AS PER DIRECTIVE OF THE HON'BLE COURT.

Shri K.L.Singla, Ex-Sr.ADO had filed a case in the Hon'ble Court seeking Court's intervention to his claim on interest due to late payment of his dues. The decisions of the Hon'ble Court has gone in his favour. The order copy is enclosed as **Annexure -V (page No 12-13)**

HON'BLE MEMBERS MAY KINDLY ADVISE

 ITEM NO. 38.3.4

FEE CONCESSION FOR THE WARDS OF EMPLOYEES OF THE INSTITUTE JOINING TRAINING UNDER CDTC.

The institute has a centre named as CDTC (Centre for Development of Technical Competencies) to conduct skill training for students when the laboratories are not occupied by the STC participants. The fee is charged as per the recommendation of the internal committee approved by the then Director which is enclosed as **Annexure-VI (page No 14-16)** . However, the employees are requesting for a fee concession for their wards. Hence, it is proposed that the wards of employees be allowed 50% fee concession for such trainings.

HON'BLE MEMBERS MAY KINDLY ACCEPT AND RECOMMEND TO BOARD OF GOVERNORS FOR APPROVAL.

Any other item(s) with the permission of the Chair.

TABLE AGENDA

ITEM NO.F.38.3.5 TO CONSIDER AND APPROVE THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE FINANCIAL YEAR 2017 – 18.

As per letter No. PDA(C)/CE /Multi Units ABs/2018-19/405 of Office of The Principal Director of Audit (Central), Chandigarh dated 17.05.2018, the autonomous organizations are required to ensure that their Annual Accounts are prepared and are sent to audit authorities latest by 30th June of the following year for taking up the audit.

The Annual Accounts for the financial year 2017-18 have been prepared by Associating M/s DAV Associates Chartered Accountants. These are provisional statements of Accounts. The final Accounts would be placed before Finance Committee/Board of Governor as & when Audited Accounts are received from the Principal Director, Audit (Central), Chandigarh.

The Annual Accounts have been prepared and are required to be approved by the Finance Committee and the Board of Governors before submission to Audit.

HON'BLE MEMBERS MAY KINDLY APPROVE THE ANNUAL ACCOUNTS AND RECOMMEND TO BOARD OF GOVERNORS FOR APPROVAL