

राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान

सेक्टर 26, चंडीगढ़ - 160019

**AGENDA FOR THE
60th MEETING OF THE FINANCE COMMITTEE**

DATE: 02.08.2024

VENUE: NITTTR, CHANDIGARH (HYBRID MODE)

F.60.0 Welcoming the Chairman and Members

Prof. (Dr.) Bhola Ram Gurjar, Member Secretary and Director of the Institute welcomes Prof. VG Talawar, Hon'ble Chairman, Board of Governors and other esteemed members of the Finance Committee.

PREVIOUS MEETING

ITEM NO. F.60.1	TO CONFIRM THE MINUTES OF THE 59th MEETING OF THE FINANCE COMMITTEE HELD ON 19.03.2024 THROUGH HYBRID MODE.
	The minutes of the 59 th meeting of the Finance Committee of the institute held on 19.03.2024 at INSA, New Delhi were circulated amongst all the members vide Institute letter No. NITTTR/Dir/63Board Meeting dated 11.04.2024 (Annexure – I) .
	(For Consideration & Confirmation)

ITEM NO. F. 60.2	ACTION TAKEN REPORT ON PREVIOUS DECISIONS
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ITEM NO. (PREVIOUS)	AGENDA	DECISION	ACTION TAKEN
F.59.1	TO CONFIRM THE MINUTES OF THE 58th MEETING OF THE FINANCE COMMITTEE HELD ON 31.10.2023 THROUGH HYBRID MODE	As no comments were received from members, hence, the minutes of the 58 th meeting of the Finance Committee held on 31.10.2023 were recorded as confirmed.	Noted
F.58.3.5	TO CONSIDER AND APPROVE THE REVISED POLICY TO UTILIZE CPDA FUNDS	After deliberation, the institute was advised to send the proposal of revising the institute policy to utilize CPDA funds to the Ministry for review and suggestions.	Action is under process.
F.59.3.2	TO APPROVE THE EXPENDITURE TO REPLACE THE EXISTING SIGNAGE/ NAME PLATES OF BUILDING OF THE INSTITUTE TO TRI-LINGUAL i.e. PUNJABI, HINDI AND ENGLISH – REGARDING.	Approved. However, the actual expenditure incurred in this regard after the work is completed is to be reported to the Finance Committee.	Action is under process.
F.59.3.3	TO CONSIDER PAYMENT OF ENHANCED PROPERTY TAX IMPOSED BY MUNICIPAL CORPORATION OF CHANDIGARH	The Director of the institute presented the entire case regarding enhanced property tax imposed by Municipal Corporation Chandigarh. After detailed deliberations, it was decided to pay enhanced property tax without arrears only from the year 2022-23 onwards as per Group III and Zone A. Further, the esteemed members advised the institute	The latest notice received from the Tax Branch of the Municipal Corporation, Chandigarh, vide letter No. Jt. CMC-II/ACT/Tax/2024/780 dated 13.05.2024, informs that the total outstanding property tax amount is ₹1,37,00,930/- up to the assessment year ending 31.03.2025. (Annexure-II) As per the decision of the BOG, payment towards property tax for

		<p>to seek legal option, in case, Municipal Corporation Chandigarh insists for payment of the enhanced property tax with arrears accumulated from the year 2004.</p>	<p>the periods 2022-23 (₹3,31,382/-), 2023-24 (₹6,88,341/-), and 2024-25 (₹8,95,623/-) in the form of cheques were sent to M.C Chandigarh through speed post. This amount has been paid as a result of change in the zone from Zone-C to Zone-A. The amount paid against these three assessment years is reflected on the E-Sampark online portal of MC, Chandigarh, as amount deposited (Annexure – III).</p> <p>However, as advised by the BOG, the remaining arrears, after deducting the deposited amount as mentioned above, has not been released and the Institute shall take appropriate legal action, if MC Chandigarh still insists on payment of arrears due to change in Zone.</p>
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ITEM NO. F.60.3	ITEMS FOR RATIFICATION
ITEM NO. F.60.3.1	TO APPROVE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2023-24
	<p>Annual Accounts of the Institute for the Financial Year 2023-24 has been prepared with the help of C.A. of the Institute. The Accounts have to be submitted to Indian Audit and Accounts department, Office of Principal Director of Audit (Central) Chandigarh by 30th June every year duly approved by the Finance Committee, 2024.</p> <p>The Hon'ble Chairman Board of Governors vide U.O. No. NITTTR/Accts/33 dated 27.06.2024 has approved in principle the Annual Accounts of the Institute for the financial year 2023-24 (Annexure – IV, SEPARATE BOOKLET).</p> <p>Annual Accounts of the Institute has been submitted to Indian Audit and Accounts Department, Office of Principal Director of Audit (Central) Chandigarh vide letter No. NITTTR/B&ITA/Annual accounts/797 dated 28.6.2024 for their further necessary action.</p>
HON'BLE MEMBERS OF THE FINANCE COMMITTEE MAY KINDLY RATIFY THE DECISION OF THE CHAIRMAN, BOARD OF GOVERNORS	

ITEM NO. F.60.4	ITEMS FOR CONSIDERATION AND APPROVAL
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ITEM NO. F.60.4.1	TO CONSIDER STATUS REPORT ON PROGRESS OF CAPITAL AND REVENUE EXPENDITURE UPTO 15.07.2024
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(Figures in lacs)

<u>Scheme</u>	<u>Budget Estimates for 2024-25 approved by BOG</u>	<u>Opening Balance as on 01.04.2024</u>	<u>Grant Received from MoE/Gol on 04.07.24</u>	<u>Internal Income Generated upto 15.07.2024</u>	<u>Total Fund Available upto 15.07.2024</u>	<u>Progressive Expenditure upto 15.07.2024</u>	<u>Balance as on 15.07.2024</u>
<u>Training and Pension (OH-31)</u>	1762.00	157.71	75.00	-	232.71	454.38	(-)221.67
<u>Capital (OH-35)</u>	5315.45	888.63	-	-	888.63	68.16	820.47
<u>Salary and Retirement Benefits (OH-36)</u>	3100.00	561.03	546.00	-	1107.03	833.84	273.19
<u>Non-Salary out of IRG</u>	530.10	3309.37	-	-	3309.37	97.22	3212.15

FINANCE COMMITTEE MAY KINDLY CONSIDER, APPROVE AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS FOR APPROVAL.

ITEM No. F.60.4.2	TO CONSIDER DECLARATION OF GOODS INCLUDING EQUIPMENT, FURNITURE ETC. AS OBSOLETE OR UNSERVICEABLE
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Physical verification of goods including equipment, furniture etc. of the institute is conducted at the end of each financial year as per provisions of GFR 213(1), 213(2) & 213(3). For conducting physical verification for the year 2022-23, various committees were constituted by the Competent Authority for the purpose. Physical verification reports submitted by the committees are attached as **(Annexure – V, SEPARATE BOOKLET)** The department-wise details of equipment/items are as follows:

Sr. No	Name of the Department/ Laboratory	Year of Purchase From To	Book Value (in Rs.)	Total Amount (in Rs.)	Depreciation Value (in Rs.)
1.	CIVIL ENGINEERING				
(a)	Concrete Tech. Lab	2005-2012	4918331	4918331	42957.76
2.	ELECTRICAL ENGINEERING				
(a)	Power Electronics Laboratory, I&C Laboratory and Electrical Machine Lab.	1967-2018	5771298.92	5771298.92	791442.9
3.	ELECTRONICS AND COMMUNICATION ENGINEERING				
(a)	Electronic Service Centre	1998-2012	153168	7150800	12640.24
(b)	Embedded System design Lab	2007-2013	20250		8912.57
(c)	Communication Lab	2008-2012	3123777		720038.48
(d)	Networking Lab	2001-2012	2750056		1510981.19
(e)	DSP Lab	2009-2012	102379		23418.93
(f)	VLSI Lab	2008-2009	667798		34712.15
(g)	Antenna Lab	2012	333372		28636.44
4.	MEDIA ENGINEERING				
(a)	Post production Lab	1989	493210	1016310	35566.43
(b)	Audio Video workstation Lab	2006	523100		215162.24
5.	COMPUTER SCIENCE & ENGINEERING	2007-2016	1264584.07	1264584.07	274520.46
6.	APPLIED SCIENCE	1970-2019	344991	344991	15157.83
7.	RURAL DEVELOPMENT DEPARTMENT	1999-2005	89300	89300	19062.24
8.	GUEST HOUSE	2016	14880	14880	8621.74
9.	HOSTEL	1969-2019	203705.05	203705.05	91568.76
10.	MECHANICAL ENGG.	2002-2011	222356	222356	67893.63
11.	CENTRAL STORE	1981-2018	786387.21	786387.21	154764.05
GRAND TOTAL				2,17,82,942	40,56,057

The committee recommended that the equipment/items/software/furniture costing total value of Rs. 2,17,82,942/- and having depreciation value of Rs. 40,56,057/- be written off.

After obtaining the approval to write off the equipment/items/software/furniture of the institute will be disposed of by inviting tender and the amount will be deposited in the institute account.

THE FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS FOR APPROVAL
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ITEM No. F.60.4.3	TO CONSIDER AND APPROVE TO WRITE OFF THE LOST LIBRARY BOOKS AMOUNTING TO RS.40,192.36 PAISE ONLY
	<p>Physical Verification Report of the Library Books submitted on 02.05.2024 for the year 2022-2023. During verification, 253 books as per (Annexure – VI) worth Rs 40,192.36 paise only have been found missing. The rules regarding physical verification and writing off library books, which have already been approved by the Board of Governors in its 54th meeting vide item No.F.25.20 and F&PC held on 14.2.1990 are as under:</p> <p style="padding-left: 40px;">“The loss of 3 books per thousand per year of the books issued and consulted is considered reasonable and hence such loss will be written off.”</p> <p>GFR 215: Physical verification of Library Books rules are:</p> <p>“Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable, provided such losses are not attributable to dishonest or negligence. However, loss of a book of a value exceeding Rs.1,000/- (Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action be taken”.</p> <p>It is worthwhile to mention here that the average number of books/journals issued/consulted in the Institute Library is around 290 books/journals per day, accordingly approximately 76800 volumes per year. The admissible number of books (5 books/journals per thousand issued/consulted) to be written off comes to about 384 books per year. The number of books which can be written off in 3 years comes to 1152. It is pertinent to mention here that no book in the list is rare and the price of none of the books exceeds Rs.1,000/- and the loss is not attributable to dishonesty or negligence on the part of the library staff.</p> <p>Keeping in view of the above GFR 215 and Institute Library Rules approved by the Board of Governors, the case of writing off 253 books amounting Rs. 40,192.36 paise is in order.</p>
	FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS FOR APPROVAL.
ITEM No. F. 60.4.4	PROVIDING OF WATER AND ENERGY METERS CONNECTIONS FOR PROPOSED TRANSIT ACCOMMODATION IN TYPE-I HOUSES E-11, E-12, E-14, E-15 AND E-16 AT NITTR CAMPUS, SECTOR– 26, CHANDIGARH
	<p>The Civil Infrastructure and Services Committee proposed converting 5 Type-I Houses at Sector-26, Chandigarh into Transit Accommodation, especially for Essential Services.</p> <p>The committee also suggested the following points regarding such Transit Accommodation:</p> <ol style="list-style-type: none"> 1. Installation of Electricity and Water Meter: The Committee recommended installing meters in the name of the Institute. The electricity and water bills, so generated shall be paid directly to the concerned department by the licensee under intimation to the Estate Office.

	<p>However, in case of non-occupancy of houses, the Institute will bear the rent and charges of such meters.</p> <ol style="list-style-type: none"> 2. Security Deposit: A security deposit of Rs. 20,000/- may be taken from the allottee before giving possession of the house. 3. Affidavit: A notarized affidavit to be taken from the licensee with due witness of Service Provider. The contents of the affidavit to be developed by the legal cell duly vetted by the Institute legal Counsel keeping in mind the interest of the Institute. <p>Further, following category of staff shall be considered under essential services:</p> <ol style="list-style-type: none"> 1. Electrician 2. Driver 3. Sewerman/Safai Karamchari 4. Mali 5. Assistant Technician/Network Operator <p>The proposal for providing Transit Accommodation to the above essential service staff is attached (Annexure – VII). Institute will charge the rent of that temporary/transit accommodation from licensee as per Institute rules.</p>
	<p>FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS FOR APPROVAL.</p>
<p>ITEM No. F. 60.4.5</p>	<p>RENOVATION OF TOILETS ATTACHED TO AUDITORIUM OF THE INSTITUTE</p>
	<p>Toilets attached with Auditorium of the Institute were renovated along with the renovation of Auditorium about 25 years back. Said toilets are in very bad condition. Estate Department of the Institute has prepared the details for the renovation of the toilets and the same was sent to CPWD, Chandigarh for budget estimate. The preliminary and detailed estimates have been received from CPWD, Division CHD-1, Sub-division CCSD-II, amounting to Rs.10,57,600/-, which includes 5% contingencies solely for civil works. The committee discussed other expenses, such as those expected for electrical works etc. The total expenditure is anticipated to be approximately Rs.15 lakh, inclusive of electrical works etc. (Annexure – VIII).</p>
	<p>FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS FOR APPROVAL</p>

ITEM No. F. 60.4.6	PROJECTED EXPENDITURE OF INFRASTRUCTURE PROJECTS IN NEXT FIVE YEARS
	<p>In compliance to the email dated 20th May, 2024, from Section Officer Technical Section VII, D/o Higher Education, M/o Education, New Delhi (Annexure - IX), the committee constituted by the Competent Authority of the Institute reviewed the existing projects keeping in view the long term growth prospects of the institute in the light of the Deemed to Be University status granted to the Institute under Distinct category. The revised projected expenditure of infrastructure projects in the next five years (2024-2029) has been prepared (Annexure - X).</p>
FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS FOR APPROVAL.	
ITEM No. F. 60.4 .7	TO CONSIDER THE PURCHASE OF THERMOGRAVIMETRIC ANALYSIS (TGA)
	<p>Purchase of Thermo Gravimetric Analysis (TGA) was initiated during the financial year 2023-2024 through GeM. Five Vendors participated and submitted their quotations. M/s Inventis Technosys Private Limited, 7359, LGF, Aerocity, GMADA, SAS Nagar, Mohali, Punjab had quoted the lowest bid for Rs.59,54,000/- (Rupees fifty nine lacs fifty four thousand only) including GST for the said material. Institute placed the Supply Order No .NITTTTR/Mech/96 dated 20.2.2024 and last date to supply the said material was 27.3.2024. Said supplier vide letter No. INV/625 dated 27.3.2024 requested to extend to supply date of the said equipment upto 15.4.2024. Supplier shipped the said material in the department and deposit the requisite GST with the Government depository which stands highlighted in the GeM portal. (Details enclosed as Annexure- XI, Separate Booklet)</p> <p>In the light of above, Finance Committee may kindly consider and allow to receive the said equipment and also allow to release the said payment in the current financial year 2024-2025. It is pertinent to mention here that in the revised Budget estimates 2024-2025 said equipment will also be included.</p>
FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS FOR APPROVAL.	

ITEM NO. F.60.4.8	TO CONSIDER THE ESTABLISHMENT OF EXTENSION CENTRE OF NITTTR CHANDIGARH IN RAJASTHAN
	<p>In response to the letter received from the Office of the Hon'ble Minister, Agriculture, Horticulture and Rural Development, Govt. of Rajasthan, Jaipur, Rajasthan dated 09.04.2024 (Annexure-XII), NITTTR Chandigarh plans to establish an Extension Centre in Rajasthan for organizing women empowerment and rural development related programmes in addition to institute's mandate related activities. To explore opportunities, a team of NITTTR Chandigarh visited Dausa and interacted with the District Collector who has appreciated the plans of NITTTR Chandigarh and assured full cooperation and support from District Administration (copy of his letter dated 06.05.24 is enclosed as Annexure-XIII)</p> <p>NITTTR Bhopal and NITTTR Chennai have four Extension Centres each and NITTTR Kolkata has two Extension Centres which play significant roles in enhancing technical education and training across their respective regions. Since women empowerment and rural development related programs are important initiatives of Govt. of India, so NITTTR Chandigarh intends to establish an Extension Centre in Rajasthan to work towards Women Empowerment, Sustainable Development, Environment Sustainability, Skill Development etc. in line with the condition No.(i) of the notification of the Deemed To Be University issued on 22.02.2024, which shall be operated and maintained as other NITTTRs do, e.g. paying rent etc. which may cost around Rs. 7 lakhs per year approximately.</p>
FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS FOR APPROVAL.	

ITEM NO. F.60.5	ANY OTHER ITEM(S) WITH THE PERMISSION OF THE CHAIR
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