

राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान
सेक्टर 26, चंडीगढ़ - 160019

**AGENDA FOR THE
58th MEETING OF THE FINANCE COMMITTEE**

**DATE: 31.10.2023
VENUE: NITTTR, CHANDIGARH**

F.58.0 Welcoming the Chairman and Members

Prof. (Dr.) Bholu Ram Gurjar, Member Secretary and Director of the Institute welcomes and introduces Prof. VG Talawar, Hon'ble Chairman, Board of Governors, nominated by the Ministry of Education, Government of India vide letter No. F.No. 7-2/2019-TS-IV dated 14.08.2023 enclosed as **Annexure-I Page No. 01** and accepted by the Hon'ble Chairman vide email dated 31.08.2023 enclosed as **Annexure-II Page No. 02**.

PREVIOUS MEETING

ITEM NO. F.58.1	TO CONFIRM THE MINUTES OF THE 57th MEETING OF THE FINANCE COMMITTEE HELD ON 23.06.2023 THROUGH ONLINE MODE/VIDEO CONFERENCING.
	The minutes of the 57 th meeting of the Finance Committee of the institute held on 23.06.2023 at NITTTR, Sector-26, Chandigarh were circulated amongst all the members vide Institute letter No. NITTTR/Dir/Board Meeting/342-348 dated 04.07.2023 (Annexure – III, Page No. 03 to 07). Since no comments were received from any member, hence, the same may be recorded as confirmed. As such approval of the Ministry has already been received vide letter F.No.7-10/2023-TS.IV dated 05.07.2023.
	(For Consideration & Confirmation)

ACTION TAKEN REPORT ON PREVIOUS DECISIONS

ITEM NO. F. 58.2

ITEM NO.	AGENDA	DECISION	ACTION TAKEN
F.57.1	TO CONFIRM THE MINUTES OF THE 56th MEETING OF THE FINANCE COMMITTEE HELD ON 21.03.2023 THROUGH VIDEO CONFERENCING	As no comments were received from members, hence, the minutes of the 56 th meeting of the Finance Committee held on 21.03.2023 were recorded as confirmed.	Noted.

F.56.3.2	TO APPROVE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2022-23	The Hon'ble members approved the annual accounts of the institute for the year 2022-23 and same was recommended to BOG for consideration and approval. The esteemed Members of the Finance Committee advised the institute that the interest earned on the grant amount may be shown in Schedule-3 of the Balance Sheet.	Needful has been done.
ITEM NO. F. 57.3.3	TO CONSIDER AND APPROVE THE AMENDMENTS/ MODIFICATIONS IN HOUSE ALLOTMENT RULES OF THE INSTITUTE	The Finance Committee approved the market rent as per the recommendations of the Committee, constituted by the Director, in its meeting held on 29.05.2023, which is being presently charged from the ex-employee / re-employed / outsourced employee allottees. The same was recommended to the BOG for approval.	The BoG approved the recommendation of the Finance Committee. Thus, the same market rent is continuing to be charged from the ex-employees/ re-employed/ outsourced employee allottees.
ITEM NO. F.57.3.4	TO CONSIDER WRITING-OFF OF GOODS INCLUDING EQUIPMENT, FURNITURE ETC. AFTER PHYSICAL VERIFICATION FOR THE YEAR 2021-22.	The esteemed Members, after due deliberations, advised the institute to follow GFR-2017 for the purpose of writing-off. The proposal of the institute for writing-off and subsequent disposing off the equipment / items etc. as per GFR-2017 was accepted and recommended to the BOG for approval.	Action for disposal is under process.

ITEM NO. F. 57.3.5	TO CONSIDER AND APPROVE THE INVESTMENT PATTERN OF GPF/ CPF DURING THE YEAR 2022-2023	The esteemed Members advised the institute to follow the investment pattern in future as per the Govt. of India, Ministry of Finance Notification dated 02.03.2015.	Noted for compliance
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ITEM NO. F.58.3. ITEMS FOR CONSIDERATION AND APPROVAL

ITEM NO. F.58.3.1	TO CONSIDER STATUS REPORT ON PROGRESS OF CAPITAL AND REVENUE EXPENDITURE UPTO 10.10.2023
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(Rs. In Lacs)

Scheme	Budget Estimates for 2023-24 approved by BOG	Opening Balance as on 01.04.2023	Grant Received from MoE/Gol	Internal Income Generated	Total Fund Available	Progressive Expenditure upto 10.10.2023	Balance as on 10.10.2023
Training and Pension (OH-31)	1858.00	1202.38	NIL	0.00	1202.38	715.15	487.23
Capital (OH-35)	3250.00	1552.29	NIL	0.00	1552.29	68.59	1483.70
Salary and Retirement Benefits (OH-36)	3695.50	708.58	1200.00	0.00	1908.58	1580.26	328.32
Non-Salary out of IRG	422.10	2683.21	-	408.46	3091.67	94.18	2997.49

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

ITEM NO. F.58.3.2	TO APPROVE THE AUDITED ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2022-23.
	<p>Annual Accounts of the Institute for the financial year 2022-23 have been audited by the C&AG of India and have been received vide letter No. DGA/(C)/SAR NITTTRC/2022-23/23-24/724 dated 08.09.2023. Final utilization Certificate has also been received with Audited Accounts and enclosed as Annexure-IV (Separate Booklet).</p> <p>Finance committee is requested to make suitable recommendation to the Board of Governors for approval of Annual Accounts and their subsequent submission to Audit Department (C&AG).</p>
	FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS.
ITEM NO. F.58.3.3	TO CONSIDER AND APPROVE THE ENHANCEMENT OF HONORARIUM FOR VARIOUS EXTERNAL EXPERTS AT NITTTR CHANDIGARH.
	<p>The Competent authority of the Institute has constituted a committee vide Office Order No. 193 dated 28.08.2023 consisting of the following members to review the rates of honorarium for various external members:-</p> <p>Prof. Sunil Dutt - Chairman Prof. Rupinder Singh - Member Dr. Harsh Vardhan Samalia - Member</p> <p>Above committee reviewed the rates of honorarium of eight Institutes namely IIT Roorkee, SLIET Longowal, NIPER Mohali, IISER Mohali, NIT Uttarakhand, NIT Jalandhar, NIT Trichy and DS&ED, New Delhi and submitted their recommendations of the revised rates of honorarium.</p> <p>The recommendations of the committee are enclosed as Annexure –V, Page No. 08 to 10.</p>
	FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS.

ITEM NO. F.58.3.4	TO APPROVE THE REVISED BUDGET ESTIMATES FOR THE YEAR 2023-24 AND BUDGET ESTIMATE FOR THE YEAR 2024-25.
	<p>The revised budget estimates of the Institute for the financial year 2023-24 and budget estimate for the year 2024-25 has been prepared for consideration of the Finance Committee and enclosed as Annexure – VI (Separate Booklet).</p>
	FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS.
ITEM NO. F.58.3.5	TO CONSIDER AND APPROVE THE REVISED POLICY TO UTILIZE CPDA FUNDS.
	<p>A Committee was constituted by the Director vide office order No 124 dated 07.07.2023 to examine FDP rules and regulations. The committee examined the best practices/processes w.r.t. Cumulative Professional Development Allowance (CPDA) policy of leading CFTIs i.e., IIT Roorkee, IIT Delhi, NIT Kurukshetra and NIT Jalandhar, and formulated the draft policy. The draft policy recommended by the Committee was uploaded on the Institute intranet for observations/comments by all the faculty members. The suggestions/comments from the faculty members were considered and a comprehensive policy has been formulated by the committee which is attached as Annexure-VII Page No. 11 to 20.</p>
	FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS.

ITEM NO. F.58.3.6	TO CONSIDER AND APPROVE THE POLICY FOR FINANCIAL SUPPORT FOR INSTITUTE EMPLOYEES IN LINE WITH IPR POLICY APPROVED IN ACADEMIC COUNCIL MEETING.
	<p>A committee was constituted by the Director to formulate the rules for filing Patent and the norms for reimbursement for fees for filing and publishing Patents. The committee examined the feasibility of financial support and the process involved. A comprehensive policy has been formulated and recommended by the committee which is attached as Annexure-VIII Page No. 20 to 33.</p>
	FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS.

ITEM NO. F. 58.4	ANY OTHER ITEM(S) WITH THE PERMISSION OF THE CHAIR.
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ITEM NO. F. 58.4.1	TO CONSIDER TO AUTHORISE THE DDO TO SIGN THE FORM 10 BEFORE THE INCOME TAX OFFICER AS PER PROVISIONS OF INCOME ACT 1961
	<p>During the financial year 2022-23 Rs.49,88,26,552 was total receipt of Institute. As per Income tax act 1961, 85% of the receipt i.e Rs 42,40,02,569 was to be incurred to claim 100% tax exemption. However as per books of account expenditure of Rs.41,29,37,514 was incurred. There is shortfall of Rs.1,10,65,055 in expenditure. In order to claim 100% tax exemption Form 10 was required to be signed by the DDO. The shortfall in expenditure has been requested to be accumulated for use in next five years. Director authorized the DDO to sign Form 10.</p>
	FINANCE COMMITTEE MAY KINDLY CONSIDER THE PROPOSAL AND RECOMMEND TO THE BOARD OF GOVERNORS TO AUTHORIZE THE MEMBER SECRETARY TO AUTHORIZE THE DDO TO SIGN FORM 10.