

AGENDA FOR THE
FIFTEENTH MEETING OF FINANCE COMMITTEE,
TO BE HELD ON 11.10.2009
AT 11.30 AM
IN THE BOARD ROOM OF THE INSTITUTE

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ITEM NO. F. 15.1 TO CONFIRM THE MINUTES OF 14TH MEETING OF FINANCE COMMITTEE HELD ON 26.06.2009 AND TO REPORT ACTION TAKEN THEREON.

- (a) The minutes of the 14^h meeting of Finance Committee of the Institute held on 26.06.2009, were circulated amongst all of its members vide institute letter No.NITTTTR/Board/14th-Minutes/7468-7480 dated 30.06.2009 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure-I** (at page No. 10-15. Since no comments have been received from any of the members, the same may be confirmed as recorded.

FOLLOW UP

- (b) The following items have been noted:

Item No.F.14.1	Confirmation of minutes of 13 th meeting of Finance Committee held on 13.02.2009.
Item No.F.14.2	Abolition of sanctioned non-faculty posts under the directions of Govt of India, MHRD.
Item No.F.14.3	Approval of annual accounts for the year 2008-09 for submission to audit.
Item No.F.14.4	Amendments to the recruitment rules of institute employees (non - faculty) consequent upon revision of pay structure on the recommendations of 6 th central pay commission.
Item No.F.14.5	Enhancement of emoluments of Project Associates
Item No.F.14.6	Enhancement of monthly remuneration including conveyance charges of Dr.Pawan Kumar Kansal, institute Part-time Medical Officer and the part-time Dispensary Attendant
Item No.F.14.7	Merger of the post of Proof Reader with that of UDC in an identical pay scale

Item No.F.14.8 Payment of transfer TA to the Director on joining.

Against

ITEM NO.F.13.4 TO CONSIDER UPGRADATION OF PAY SCALES OF CERTAIN POSTS IN NITTTR, CHANDIGARH ON THE BASIS OF RECOMMENDATIONS OF SIXTH CENTRAL PAY COMMISSION.

The case for upgradation of pay scales of the posts mentioned in the agenda item was referred to the Government of India, Ministry of Human Resource Development vide No. NITTTR/Estt/1939 dated 28.4.2009. A reminder has also been sent on 19.06.2009. Approval of the Ministry is however, still awaited.

Against

ITEM NO.F.13.5 TO CONSIDER CREATION OF POSTS UNDER OBC-OSC SCHEME OF THE CENTRAL GOVERNMENT.

The case for creation of additional posts under OBS-OSC Scheme as mentioned in the agenda item, was sent to the Ministry of Human Resource Development vide Institute letter No.NITTTR/Estt./ 48757 dated 26.3.2009. Reminders in this regard have also been sent vide institute letter No. NITTTR/ 4157 dated 28.05.2009 and No. NITTTR/ 12624 dated 27.07.2009. Approval of the Ministry is however, still awaited.

Against

ITEM NO.F.13.6 TO CONSIDER REVISED TA RULES FOR TRAINEES, PARTICIPANTS, DELEGATES, EXPERTS AND INSTITUTE EMPLOYEES FOR CONDUCTING SHORT TERM COURSES, WORKSHOPS, SEMINARS, CONFERENCES, MEETINGS ETC.

The case for approval of the proposed honorarium for experts etc. was referred to the MHRD vide Institute letter No. NITTTR/TA Rules/ Board/47763 dated 18.03.2009. In response thereto, the Ministry vide their letter No.7-9/2009-TS.IV dated 14.05.2009 had desired that the status in

respect of honorarium being paid to Experts, Technicians and Coordinators may also be ascertained from other NITTTRs. Accordingly the institute collected the requisite information from other NITTTRs and transmitted the consolidated position to the Ministry vide institute letter No.NITTTR/Board/T-1/14208 dated 10.08.2009. The approval of the Ministry is however, still awaited.

ITEMS FOR CONSIDERATION

ITEM NO.F.15.2 TO CONSIDER REVISED BUDGET ESTIMATES OF THE INSTITUTE FOR 2009-10 AND BUDGET ESTIMATES FOR 2010-11.

The Revised Budget Estimates of the institute for the financial year 2009-10 and Budget Estimates for 2010-11, are attached in a separate booklet as **Annexure-II**. A summary of these estimates is as under :

Rupees in lacs

		BE 2009-10	RBE2009-10	BE 2010-11
A	Non-Plan			
	Recurring	1256.82	1478.47	1121.08
	Less estimated income	209.00	235.00	258.50
	Total	1047.82	1243.47	862.58
B	PLAN			
	Recurring	329.89	304.81	298.72
	Non – recurring	754.30	825.75	768.68
	Total	1084.19	1130.56	1067.40
	Less estimated income	11.00	25.00	27.50
	Net Total	1073.19	1105.56	1039.90
C	PLAN (OSC)-OBC			
	Non-recurring	395.00	690.00	65.00

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

ITEM NO.F.15.3 TO CONSIDER THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2008-09.

The Annual Accounts of the institute for the year 2008-09 were audited by the Principal Accountant General (Audit) Punjab & U.T. Chandigarh from 18 to 22 May, 2009. The Audit Certificate is still awaited from the Audit Office, though, the institute is pursuing for the same regularly. In case this certificate is received by the time of the meeting, the same will be placed before the Finance Committee for consideration and suitable recommendations to the Board of Governors. However, a copy of the annual accounts which were submitted to the Accountant General for audit, is attached as **Annexure-V** at Page Nos. 52-85 in the Annual Report of the institute for the year 2008-09. The audit certificate will be incorporated in the Annual Report of the institute for the year 2008-09, before its submission to the Ministry.

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

ITEM NO.F.15.4 TO CONSIDER AUDIT AND INSPECTION REPORT OF THE INSTITUTE FOR THE YEAR 2008-09.

The institute accounts for the year 2008-09 were audited by the Principal Accountant General (Audit) Punjab & U.T. Chandigarh from 18 to 22 May, 2009. The Audit and Inspection Report was issued by the Audit Office vide their letter No. OAD/Civil/Account/CHD/NITTTTR/2008-09/119-20 dated 12.06.2009, a copy of which is placed as **Annexure - III** at Page No.16. The report does not point out any serious irregularity in the institute accounts. Reply to the Audit & Inspection report, in annotated form, has already been sent to the Audit Office vide institute letter No.NITTTTR/Accounts/B&ITA/18975 dated 03.09.2009, a copy of which is attached as **Annexure - IV** at page Nos.17-34, for consideration of the Finance Committee and making suitable recommendations to the Board of Governors for approval.

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

ITEM NO.F.15.5 TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN (GENERAL), NON-PLAN & PLAN-(OSC)OBC SCHEME DURING THE FIRST QUARTER OF THE FINANCIAL YEAR 2009-10.

The status report of expenditure incurred by the institute under Plan (General), Non-Plan & Plan – (OSC) OBC scheme during the first quarter ending 30.06.2009 of the year 2009-10 is as under:

(Rupees in lakh)

Particulars	Plan		Non-Plan	Plan-(OSC)OBC
	Non-Recurring	Recurring	Recurring	Recurring/Non-Recurring
Balance as on 01.04.2009	74.39 <u>+199.00(a)</u> 273.39	(-)52.12 <u>(-)52.12</u>	(-)146.60 <u>+31.94(b)</u> 114.66	440.11
Grant - in - aid received upto 30.06.2009	0.00	0.00	0.00	0.00
Internal Resource Generation	0.00	10.76	69.02	0.00
Total amount available	273.39	(-)41.36	(-)45.64	440.11
Expenditure incurred	49.32	32.59	286.47	4.88
Unspent Balance as on 30.06.09	224.07	(-)73.95	(-)332.11	435.23

Deficit under Non Plan is met out of IRG/deposits of the institute as temporary measure.

(a) Grant of Rs.199 lakh under Plan and (b) Rs.31.94 lakh under Non Plan scheme for the year 2008-09 was actually received in Institute's bank account on 9.4.2009.

THIS IS FOR INFORMATION OF THE FINANCE COMMITTEE

ITEM NO.F.15.6 TO CONSIDER ENHANCEMENT OF RE-IMBURSEMENT OF COST OF BOOKS AND TECHNICAL JOURNALS TO FACULTY MEMBERS.

The Government of India, Ministry of Human Resources Development vide their letter no.F.6/1-88-7-1 dated 28.2.1989 approved a scheme (part of pay scales revised by 4th Central Pay Commission) which, interalia, provided for reimbursement of cost of books/technical journals to faculty members and eligible Librarian up to a limit of Rs.1000/- per year. The Board of Governors, vide item B. 51.24 (Against Item No.F.22.29) of their 51st meeting held on 18.3.1989, approved the implementation of revised scales of pay for teaching faculty and concerned library staff at TTTI/NITTTTR, Chandigarh.

The financial ceiling of Rs.1000/- per year was fixed about 20 years back. The prices of books and technical journals have increased manifold over this period. It is very difficult to purchase technical books/technical journals with this meager amount. There seems to be a need for reviewing this limit for upward revision to enable the faculty members to purchase the books useful in their relevant field. The financial limit, if approved, may be raised to Rs.3000/- per year.

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

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ITEM NO.F.15.7 TO CONSIDER ENHANCEMENT OF SPECIAL DUTY ALLOWANCE BEING PAID TO THE INSTITUTE EMPLOYEE FOR PROVIDING SECRETARIAL ASSISTANCE TO THE CHAIRMAN, BOARD OF GOVERNORS AND OTHER INSTITUTE AUTHORITIES.

A ministerial employee of the institute is attached, on part time basis, with the Chairman, Board of Governors, to provide him secretarial assistance and also to support and assist the institute authorities for carrying out the official work related to the Chairman, Board of Governors.

The concerned official is required to do the allotted extra work in addition to his routine official duty, even during late office hours and on holidays. This extra duty also requires frequent movement of the official from the institute to the Office of the Chairman, Board of Governors.

The Board of Governors in its 95th meeting held on 16.06.2003 vide Item No.B.95.14 had approved a special duty allowance as an honorarium to the concerned employee on account of the said extra duties. The allowance has not been enhanced since 2003.

It is, therefore, proposed that the allowance may be enhanced to Rs.1,000/- per month keeping in view the rise in the cost of living as well as enhancement of various allowances by the Government of India on the recommendations of 6th Central Pay Commission.

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

ITEM NO. F.15.8 TO CONSIDER ENHANCEMENT OF MONTHLY REMUNERATION INCLUDING CONVEYANCE CHARGES OF DR PAWAN KUMAR KANSAL, INSTITUTE PART-TIME MEDICAL OFFICER AND THE PART-TIME DISPENSARY ATTENDANT.

The institute is running a part-time Dispensary in its premises to meet with the medical requirements of students, trainees and employees. A part-time qualified Medical Officer and a part-time Dispensary Attendant are engaged for the purpose. Presently Dr Pawan Kumar Kansal who is MBBS, MD(Medicine) with an experience of about 25 years, is the part-time Medical Officer of the Institute. He is a Cardiologist and Physician and presently working in the Mukut Hospital, which is a CGHS recognized hospital at Chandigarh.

The Board of Governors of the institute, on the recommendations of Finance Committee, had decided in its 14th meeting held on 26.06.2009, the following consolidated monthly remuneration for the Medical Officer & the Part Time Dispensary Attendant:

1.	Monthly consolidated fee including conveyance charges of Part Time Medical Officer	Rs.12,000/- per month
2.	Monthly consolidated fee including conveyance charges of Part Time Dispensary Attendant	Rs.3000/- per month

Since there is no sanctioned post of Part-time Dispensary Attendant in the institute, therefore the part-time Medical Officer is also requested to arrange a qualified person to work as part-time

Dispensary Attendant in the Institute Dispensary. The part-time Medical Officer attends the Institute Dispensary for 1½ hours daily on each working day alongwith the part-time Dispensary Attendant. The part-time Medical Officer Dr Pawan Kumar Kansal has requested for enhancement of his monthly consolidated fee and monthly fee of Dispensary Attendant as under:

1.	Monthly consolidated fee of the Part-time Medical Officer including conveyance charges	Rs.20,000/- per month
2.	Monthly consolidated fee of the Part-time Dispensary Attendant including conveyance charges	Rs.4,000/- per month

A copy of the request of Dr Pawan Kumar Kansal is attached as **Annexure - V** at page No. 35.

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