

MINUTES OF THE FIRST MEETING OF THE FINANCE COMMITTEE HELD ON JUNE 18, 2004 AT 11.00 A.M. AT NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH(NITTTR) CHANDIGARH

The First meeting of the Finance Committee was held on June 18, 2004 at 11.00 a.m. at National Institute of Technical Teachers' Training & Research(NITTTR), Chandigarh.

The following were present:

1. Shri Yash Pal Mahajan, Chairman
Chairman, Board of Governors,
TTTI Chandigarh,
1107, Sector 33-C,
CHANDIGARH
2. Shri Vijay Bharat Member
Director(T)
representing
Joint Secretary(T)
Government of India,
Ministry of Human Resource Development,
Department of Secondary & Higher Education,
Shastri Bhawan,
NEW DELHI 110 001
3. Shri RC Gaba, Member
Assistant Financial Adviser,
representing
Financial Adviser(HRD)
Government of India,
Ministry of Human Resource Development,
Integrated Finance Division,
Department of Secondary & Higher Education,
Shastri Bhawan,
NEW DELHI 110 001
4. Dr OP Bajpai, Member-Secretary
Director,
National Institute of Technical Teachers'
Training & Research,
Sector 26,
CHANDIGARH 160 019

Fifth member of the Committee is yet to be nominated by the Board of Governors as per Rules of NITTTR Chandigarh Society.




At the outset, Chairman, Shri Yash Pal Mahajan extended warm welcome to all the members of the Committee and expressed his deep gratitude towards them for having spared their valuable time for attending the meeting. The Chairman expressed his happiness over the pace of work in the institute and congratulated Dr OP Bajpai, Director, for improving the environment and facilities in the institute as well as unprecedented growth of training and vocational activities. He thus apprised the members that this is the first meeting of the Finance Committee after change of name of the institute and registration of new Society. He expressed hope that the Committee will make valuable contributions for the development of the Institute. He then requested Dr OP Bajpai, Director and Member Secretary of the Committee to conduct the meeting.

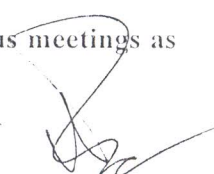
Dr OP Bajpai, Director also extended warm welcome to the Chairman and other members of the Committee and thanked them for sparing their valuable time to attend the meeting inspite of their busy schedule. Thereafter the various agenda items were discussed as under :

ITEM NO.F.1.1

TO CONFIRM THE MINUTES OF THE SIXTYTHIRD MEETING OF THE FINANCE & PERSONNEL COMMITTEE OF TTTI CHANDIGARH HELD ON 15.10.2003 AND TO REPORT ACTION TAKEN THEREOF.

(a) The minutes of the 63rd meeting of the Finance & Personnel Committee held on October 15, 2003 were confirmed as recorded.

(c) While noting the follow up action on the various decisions/recommendations made by the Committee in its 63rd meeting including the pending items of its previous meetings as reported in the agenda, it was further deliberated as under :

Against
ITEM NO.F.55.4

TO CONSIDER REVISION OF PAY SCALE OF HINDI TRANSLATOR FROM RS.4500-7000 TO RS.5000-8000 WITH EFFECT FROM JANUARY 01, 1996 AS PER ORDERS OF THE GOVERNMENT OF INDIA.

Noted

Against
ITEM NO.F.58.8

TO REPORT REGARDING VACANT POSTS IN THE INSTITUTE

Noted

Against
ITEM NO.F.62.3

TO CONSIDER THE PROPOSAL OF THE INSTITUTE FOR PURCHASE OF NEW VEHICLE.

Noted

Against
ITEM NO.F.63.4

TO CONSIDER AUDIT AND INSPECTION REPORT ON THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2002-2003.

Noted

Against
ITEM NO.F.63.6

TO CONSIDER AND APPROVE IMPLEMENTATION OF GUIDELINES ISSUED BY THE AICTE REGARDING PAY SCALES AND SERVICE CONDITIONS OF TEACHERS OF DEGREE LEVEL TECHNICAL INSTITUTIONS.

In view of fresh agenda item, it was noted.

ITEM NO.F.1.2

TO CONSIDER PAYMENT OF SITTING FEE @ Rs.1000/- PER DAY BESIDES PAYMENT OF TA/DA TO THE MEMBERS OF ACADEMIC COUNCIL, FINANCE COMMITTEE & BOARD OF GOVERNORS OF NITTTR CHANDIGARH SOCIETY FOR ATTENDING INSTITUTE MEETINGS.

The Committee recommended that as proposed in the agenda item, the Chairman and members of the Board, NITTTR Chandigarh Society, Academic Council and Finance

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Committee of the Institute shall be paid sitting fee @ Rs.1000/- per day (both official and non-official members) besides payment of TA/DA for attending meetings. This decision may be effective from 1st meeting of the Board of Governors.

ITEM NO.F.1.3

TO CONSIDER EXTENSION OF CAREER ADVANCEMENT SCHEME OF AICTE TO THE SENIOR LIBRARY STAFF OF THE INSTITUTE.

In view of the AICTE guide-lines issued vide their letter No.FD/PSSC/Clarif/2002/1 dated January 03, 2003 as reported in the agenda item, the Committee agreed in principle to extend the benefits of Career Advancement Scheme to the eligible library staff of the institute subject to fulfillment of all the terms and conditions of the scheme as applicable to the Lecturers. However it was recommended that the proposal may be referred to the Ministry of Human Resource Development for their concurrence.

ITEM NO.F.1.4

TO CONSIDER REVISION OF RENTAL CHARGES OF INSTITUTE FACILITIES LIKE AUDITORIUM, GUEST HOUSE, COMMITTEE ROOM ETC WHEN LET OUT TO THE OUTSIDERS FOR THEIR PRIVATE USE.

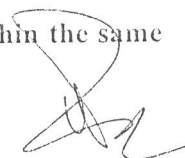
The Committee recommended that the proposed rental charges of institute facilities for letting them out to the outsiders for their private use, may be approved.

ITEM NO.F.1.5

TO CONSIDER AND ALLOW THE INSTITUTE TO CARRY OVER THE UNSPENT BALANCE OF RS.107.38 LAC UNDER PLAN AS ON 31.03.2004 TO THE FINANCIAL YEAR 2004-2005.

In view of the position explained by the institute in the agenda item, the Committee recommended that the institute may be allowed to carry over the unspent balance of Rs.107.38 lac under Plan as on 31.03.2004 to the financial year 2004-05. The Committee however suggested that the institute should endeavour to utilize the grant within the same

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financial year in future so that the question of carry over of balance may not arise. Thereafter both the Chairman and the Director expressed their deep gratitude towards the Ministry for releasing additional Plan Grant of Rs.50 lac during the last financial year.

ITEM NO.F.1.6 TO CONSIDER GRANT OF TWO ADVANCE INCREMENTS TO PROFESSORS & ASSISTANT PROFESSORS OF THE INSTITUTE ON OBTAINING PH.D DEGREE AS PER AICTE'S GUIDELINES AS INCENTIVES FOR HIGHER QUALIFICATION.

The Committee recommended that the matter may be sent to the Ministry of Human Resource Development, New Delhi alongwith the letter from AICTE No.FD/PSSC/Misc/2003 dated 10.09.2003 for their concurrence before implementation.

ITEM NO.F.1.7 TO CONSIDER ENHANCEMENT OF HONORARIUM AND HOSPITALITY NORMS FOR OUTSIDE EXPERTS AND WORKSHOP PARTICIPANTS ETC.

In view of the position stated in the agenda item regarding increase in price index and need of experts of high calibre as well as the existing norms being very old which were fixed during 1993, the Committee agreed to the institute proposal for enhancement of honorarium and hospitality norms to the outside experts and Workshop participants etc with the following modifications:

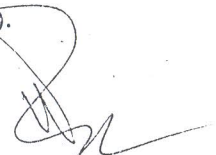
Honorarium to experts for participating in workshop:

- Rs.500/- for full day (against the proposed amount of Rs.600/-).
- Rs.250/- for half day (against the proposed amount of Rs.300/-).

Inauguration/Validation of Short Term Courses and Workshops:

- Rs.5/- per head (against the proposed amount of Rs.10/- per head).

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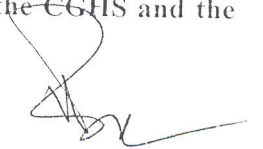
ITEM NO.F.1.8**TO CONSIDER DELEGATION OF POWERS TO THE DIRECTOR FOR APPOINTMENT OF AMAS AND RECOGNITION OF PRIVATE HOSPITALS/NURSING HOMES/DIAGNOSTIC CENTRES FOR OUTDOOR/INDOOR MEDICAL TREATMENT.**

It was reported to the Committee that the Joint Director, Government of India, Ministry of Health and Family Welfare(Central Government Health Scheme), Chandigarh vide their letter No.JD/CGHS-CHD/2002/3069 dated 20.09.2002 and No.JD/CGHS-CHD/2002/3940 dated 8.11.2002 has intimated to the institute that the institute employees are not eligible for CGHS facilities at Chandigarh. The Institute being Semi Government body, no official or pensioner can become a member of the CGHS. The Chairman, Board of Governors then apprised the members that due to non extension of CGHS scheme to the employees of the institute and non appointment of Private Registered Medical Practitioners as Authorised Medical Attendants by CGEWCC, Chandigarh, the institute employees are facing a lot of hardship in getting medical treatment for self and their families. As such there is an immediate need to accept the proposal of the institute as stated in the agenda item.

After deliberations the Committee recommended as under :

1. The Director of the Institute may be authorized to appoint any private registered medical practitioner as AMA for the institute employees on the approved rates.
2. The Director of the Institute may be authorized to recognize any Private Hospital/Diagnostic Centre/Nursing Home for specialized and general purpose treatment and Diagnostic procedures for the institute employees and pensioners subject to the condition that the same is also recognized by the CGHS and the permissible rates are also at par with CGHS.

 21/10/02



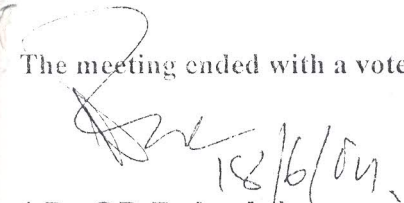
3. The institute pensioners may also be provided facilities at par with the Central Government pensioners under CGHS subject to payment of contributions at par with the CGHS Scheme.

ITEM NO.F.1.9

**TO CONSIDER WRITE OFF OF OBSOLETE AND
UNSERVICEABLE STORES INCLUDING
EQUIPMENT, FURNITURE ETC.**

The Committee recommended that the obsolete and unserviceable stores including equipment and furniture as detailed in the agenda item may be written off as per rules of the Institute.

The meeting ended with a vote of thanks to the Chair.


(Dr OP Bajpai)
Member Secretary


(Yash Pal Mahajan)
Chairman, Board of Governors