

ITEM NO. F. 21.1 TO CONFIRM THE MINUTES OF 20th MEETING OF FINANCE COMMITTEE HELD ON 25.06.2011 AND TO REPORT ACTION TAKEN THEREON

(a) The minutes of the 20th meeting of Finance Committee of the Institute, held on 25.06.2011, were circulated amongst all its members vide institute letter No.NITTTTR/Board/20th-Minutes/11168-83 dated 04.07.2011 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure - I** (page Nos.01 to 04). Since no comments have been received from any of the members, the same may be confirmed as recorded.

(b) FOLLOW UP of items of previous meeting (s) :

Minutes of the last meeting	Follow up
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ITEM NO. F. 20.1 TO CONFIRM THE MINUTES OF 19TH MEETING OF FINANCE COMMITTEE HELD ON 15.03.2011 AND TO REPORT ACTION TAKEN THEREON

(a) The minutes were confirmed as recorded

Noted

Against

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

While noting the item, the Chairman again requested the Member Secretary to follow-up the matter with the MHRD. He also requested Shri Navin Soi, Director (IFD) to expedite the matter at the earliest.

Latest reminder in this regard has been sent vide this institute letter no. NITTTTR / Admn / RA / 18621-18622 dated 12.09.2011. Reply from Ministry is still awaited.

Against

ITEM NO.F.18.2.7 TO CONSIDER NATIONAL SKILL DEVELOPMENT PROGRAMME

This item was noted. The Member Secretary further requested the MHRD for additional funds to meet the expenditure for National Skill Development Programme.

The institute has already submitted 70 curricula documents to the MHRD, GOI, New Delhi During 2010-11. The work on skill development programme was temporarily suspended due to non-allocation of funds by the Ministry for the project of Skill Development. During a meeting with AK Nassa, DEA (T), MHRD, GOI, on 11 August, 2011, the institute was informed that the work with respect to skill development should continue and the expenditure incurred thereon should be debited to the Plan Grant of the institute.

On 19th September, 2011, an inter-NITTTR meeting under the Chairpersonship of the Secretary, Higher Education, MHRD, GOI was held in the Ministry. During this meeting, the four NITTTRs have been asked to expedite the work pertaining to curriculum development, developing assessment guidelines and preparing instructional material on selective basis. Accordingly, the institute has allocated work to all its faculty members and technical staff working in the institute. The institute is aiming at honouring the commitment made to the Ministry

Against

ITEM NO.F 19.2.1 TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN (GENERAL), NON-PLAN AND PLAN – (OSC) OBC SCHEME UP TO THE THIRD QUARTER OF THE FINANCIAL YEAR 2010-11

The matter has been taken up with the MHRD and the reply is

Reminder has been sent to Ministry of Human Resource

still awaited. The Member Secretary requested Shri Navin Soi, Director (IFD), MHRD to expedite the matter.

Development vide No.NITTTR / Admn / RA /18621-18622 dated 12.09.2011. Reply is still awaited.

Against

ITEM NO.F.19.2.2 TO CONSIDER DECLARATION OF GOODS INCLUDING EQUIPMENT, FURNITURE ETC. AS OBSOLETE OR UNSERVICEABLE

After detailed deliberations, the Committee recommended the goods including equipment, furniture etc. as obsolete or unserviceable (as per Annexures II & III of the agenda given at pages from 6 to 110) amounting to ₹ 79,11,999.65 for their disposal.

Noted

Against

ITEM NO.F.20.2.2 TO CONSIDER ENHANCEMENT OF ALLOWANCE PAYABLE TO THE PART TIME HOSTEL WARDEN OF THE INSTITUTE

The Committee recommended that the institute may have one Faculty Member as a Senior Hostel Warden and two Assistant Hostel Wardens i.e. one for Boys wing and second for Ladies wing. Senior Hostel Warden may be paid ₹ 1,500/- per month and Assistant Hostel Wardens be paid ₹ 1,000/- per month each without charging license fee for their accommodation in the campus.

An office order No.116 dated 08.08.2011 has been issued (copy of the office order is enclosed as **Annexure – II** at page no.5).

Against

ITEM No. F.20.2.3 TO CONSIDER PROMOTION OF LDC UNDER 10% QUOTA FROM MSA WHO ARE IN THE GRADE PAY OF ₹ 1800/-

The Committee was of the opinion that a competitive examination /

The action is being taken accordingly

test, as earlier approved by the Finance Committee/Board of Governors may be kept. However, there should be no age bar for internal candidates for this purpose as approved by the Board of Governors in March, 1989.

Against

ITEM No. F.20.2.4 TO CONSIDER AND APPROVE THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE FINANCIAL YEAR 2010-11

After detailed deliberations, the Committee recommended the Annual Accounts of the Institute for the year 2010-11 as per Annexure in the agenda notes from pages 118 to 150.

The Audit of Annual Accounts of the Institute for the year 2010-11 has been conducted by an Audit Party from the office of the Principal Accountant General (Audit), Punjab & UT Chandigarh during the period from 1st July to 15th July 2011. However, Audit Certificate is awaited and shall be intimated as soon as it is received from the PAG (Audit), Pb. & UT Chandigarh.

Against

ITEM No. F.20.2.5 TO REPORT REGARDING ARBITRATION CASE

The Committee suggested that a legal opinion from a lawyer may be obtained in this regard to ascertain as to whether this is a fit case for appeal in the Higher Court or not, otherwise, the payment be made within the prescribed time period after taking the approval from the Hon'ble Chairman, Board of Governors.

After seeking the opinion from the lawyer, the case was forwarded to Chairman, Board of Governors vide U.O. No.19 dated 27.07.2011 for kind approval of the release of payment to NBCC. The same was approved by Chairman, Board of Governors. Meanwhile, a letter from the Institute counsel Shri IS Sidhu was received with the opinion that the amount to be released to the Contractor, was payable by NBCC to Contractor and not by the Institute. In view of the above, the payment has not yet been released to NBCC. The matter is under consideration.

ITEM F.21.2 FOR CONSIDERATION

ITEM NO.F.21.2.1 TO CONSIDER PAYMENT OF SITTING FEE @ ₹ 2000/- PER DAY BESIDES PAYMENT OF TA/DA TO THE MEMBERS OF ACADEMIC COUNCIL, FINANCE COMMITTEE, BOARD OF GOVERNORS & NITTTR CHANDIGARH SOCIETY FOR ATTENDING INSTITUTE MEETINGS

The Board of Governors of the institute in its 1st meeting (vide item No.B.1.22) held on 18.06.2004, on the recommendations of Finance Committee, had approved sitting fee @ ₹ 1000/- per day (both official and non-official members) to Chairman and members of the Board, NITTTR Chandigarh Society, Academic Council and Finance Committee besides payment of TA/ DA for attending institute meetings.

Since the year 2004, the sitting fee of ₹ 1000/- per day has not been changed, whereas the prices have gone up considerably. In the light of above, it is proposed that the sitting fee / honorarium may be enhanced to ₹ 2000/- per day (both official and non-official members) to the Chairman and members of the Board, NITTTR Chandigarh Society, Academic Council and Finance Committee besides payment of TA/ DA for attending institute meetings.

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

ITEM NO.F.21.2.2 TO CONSIDER AND ALLOW DELEGATION OF FINANCIAL POWER BY THE DIRECTOR TO THE ESTATE OFFICER OF THE INSTITUTE TO INCUR EXPENDITURE UPTO ₹ 2500/- IN EACH CASE

In accordance with the Rules & Regulations of NITTTR Chandigarh Society, the provisions under clauses (b) & (f) of Rule 15 are as under:-

(b) "The Director shall be the principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for imparting instructions and maintenance of discipline therein".

(f) "The Director may delegate any of his/her powers to any officer or officers in the service of the Society with the approval of the Board".

Keeping in view clause (f) of Rule 15, it is proposed that the Estate Officer of this Institute be delegated the financial power to incur expenditure upto ₹ 2500/- in each case to meet petty requirement like day to day purchase of maintenance material, repair of equipment etc. for the routine upkeep and maintenance of institute buildings, departments etc. without prior approval of the Director subject to the following conditions:

1. Budget provision and availability of funds should be checked from the Accounts Section before granting sanction.
2. Monthly statement of sanction and expenditure be maintained by the Estate Department and the same be sent to the Accounts Section.

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

ITEM NO.F.21.2.3 TO CONSIDER REIMBURSEMENT OF COST OF BOOKS AND TECHNICAL JOURNALS TO THE CHIEF LIBRARIAN AND SR. LIBRARIAN OF THE INSTITUTE

The Board of Governors in its 16th meeting (vide item No.B.16.4.1) held on 13.04.2010 on the recommendations of the Finance Committee in the meeting held on 13.04.2010, had approved the reimbursement of cost of

books up to maximum limit of ₹ 3000/- per year for each of the faculty members of the institute.

The above facility has not been extended to Chief Librarian and Senior Librarian of this institute. It is pointed out that the Board of Governors (vide item No.50.11) in its 50th meeting held on 21.10.1988 had approved that Chief Librarian and Senior Librarian at the institute who are in the pay scale of Assistant Professor and Lecturer (Associate Professor and Assistant Professor now) respectively be granted the privileges and facilities at par with teaching faculty with the condition that they will not be entitled to vacation.

In addition to above, the latest guidelines of AICTE dated 5.3.2011 provides as under:

Grant for Professional Development :

(i) New faculty entrants may be given a one-time start up grant of ₹ 2 lakh for purchase of computers, teaching material including books, research aids and office furnishings, etc. Existing teachers may also be provided incentive grants upto ₹ 2 lakhs for purchase of computer including grants for up gradation of or purchase of a new computer (especially for those who have availed such facilities on earlier occasions teaching material including books and research aid).

Applicability of the Scheme:

As per AICTE guidelines, this scheme shall be applicable to teachers in Technical Institutions and other equivalent cadres of Library in all the AICTE approved institutions. The implementation of the revised scales shall be subject to the acceptance of all the conditions mentioned in the letter as well as Regulations to be framed by the AICTE in this behalf.

FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS FOR REIMBURSEMENT OF COST OF BOOKS UP TO MAXIMUM LIMIT OF ₹ 3000/- PER YEAR TO THE CHIEF LIBRARIAN AND SENIOR LIBRARIAN OF THIS INSTITUTE

ITEM NO.F.21.2.4 TO CONSIDER REVISED BUDGET ESTIMATE OF THE INSTITUTE FOR 2011-12 AND BUDGET ESTIMATES FOR 2012-13

The Revised Budget Estimates of the institute for the financial year 2011-12 and Budget Estimates for 2012-13, are attached in a separate booklet as **Annexure- III**. A summary of these estimates is as under:-

(Rupees in lakh)

A	Non Plan	ORIGINAL BE 2011-12	RBE 2011-12	BE 2012-13
	Recurring	1788.19	1836.00	2162.00
	Less estimated Income	228.25	354.00	389.40
	Net Non Plan	1559.94	1482.00	1772.60
B	Plan (General)			
	Recurring	392.04	242.00	287.30
	Plan (Non-Recurring)- Creation of Capital Assets	1346.69	684.15	1084.57
	Total	1738.73	926.15	1371.87
	Less Estimated Income	48.70	17.00	18.70
	Total	1690.03	909.15	1353.17
C	Plan -(OSC)-OBC	50.00	0.00	0.00

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

ITEM NO.F.21.2.5 TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN (GENERAL)-RECURRING, PLAN – (NON - RECURRING) CREATION OF CAPITAL ASSETS AND NON PLAN SCHEME UP TO THE 2nd QUARTER OF THE FINANCIAL YEAR 2011-12

The status report of expenditure incurred by the Institute under Plan (General)-Recurring, Plan (Non-Recurring)-Creation of Capital Assets and Non Plan scheme up to 2nd quarter ending 30.9.2011 of the year 2011-12 is as under:

Position at the end of 2nd quarter i.e. 30.9.2011 (Rupees in lakh)

Particulars	Plan-(General) Recurring	Plan (Non Recurring)- Creation of Capital Assets	Non Plan (Recurring)
Balance as on 1.4.2011:			
-Against Grant	(-) 199.61	318.87	0.81
-Against IRG	109.15	0.00	611.64
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Net	(-) 90.46	318.87	612.45
Grant-in-aid received up to 30.9.2011	300.00	0.00	850.00
IRG	5.54	0.00	148.63
Total amount available upto 30.09.2011			
-Against Grant	100.39	318.87	850.81
-Against IRG	114.69	0.00	760.27
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	215.08	318.87	1611.08
Expenditure incurred			
- Salary	62.97	32.52	626.85
- Non Salary	45.61	0.00	87.99
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Total	108.58	32.52	714.84
Unspent balance:			
-Against Grant	37.42	286.35	223.96
-Against IRG	69.08	0.00	672.28
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Net	106.50	286.35	896.24

Note: Grant of Rs. 739.50 lakh sanctioned by the Ministry for 2010-11 under Non-Plan scheme vide letter dated 29.3.2011, actually received in Institute saving Bank Account on 2.4.2011, was taken as receipt for the financial year 2010-11.

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

ITEM NO.F.21.2.6 TO CONSIDER REVISION OF RENTAL CHARGES OF GUEST HOUSE

The rates of room charges in the guest house were revised in May 2010. All the guest rooms are either renovated or under renovation. Keeping in view the escalation in prices, renovation costs and increase in operational cost, the rates for room charges be increased. The following rates are proposed for approval:

B. Guest House

S.N.	Particulars	Existing Rates	Proposed Rates
1	Members of Board of Governors, Finance Committee, NITTTR Society, Academic Advisory Committee etc. on their official visit to attend meeting at NITTTR and faculty from other NITTTRS	Free lodging	Free lodging
2	Members of Board of Governors, Finance Committee, NITTTR Society, Academic Advisory Committee, and ex-BOG Members and faculty from other NITTTRS etc. on their Private visit	150/-Per person 70/- for additional person	200/-Per person 100/- for additional person
3	*Officials visiting NITTTR, Chd. on Institute invitation	150/-Per person 100/- for additional person	200/-Per person 100/- for additional person
4	Institute employees class A&B for their guests and Ex-employees up to a maximum 7 room days in a calendar year	100/-Per person 50/- for additional person	200/-Per person 100/- for additional person
5	Institute employees class A&B for their guests and Ex-employees beyond 7 room days in a calendar year	200/-Per person 100/- for additional person	300/-Per person 150/- for additional person
6	Guests of Chairman & Members BOG	300/-Per person 150/- for additional person	400/-Per person 200/- for additional person
7	Govt. officials on official duty other than NITTTR work	300/-Per person 150/- for additional person	500/-Per person 200/- for additional person
8	Any other visitor on the recommendation of an institute employee	500/-Per person 250/- for additional person	700/-Per person 300/- for additional person

* Mostly free boarding and lodging is provided to the institute officials (experts).

These rates will be applicable after their approval from the Board of Governors. The rates for the old guest rooms in Chandra Shekhar Hall

will remain unchanged till these are renovated . After renovation the guest house rates will apply to these rooms also.

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

ITEM NO.F.21.2.7 TO CONSIDER CREATION OF ENDOWMENT FUND OUT OF INTERNAL REVENUE OF THE INSTITUTE

The Memoranda of Association (MoA) of National Institute of Technical Teachers Training and Research, Chandigarh Society, vide para 5, provides that the income and property of the Society, howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in the MoA, subject to such conditions or limitations as Government of India may, from time to time, impose. Institute's major source of income is Grant-in-aid received from Government of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi. A Times funds are received for specific projects funded by Government of India (such as project for bringing persons with Disabilities into main stream of technical education or by organisations like AICTE. These funds are utilized for the purpose these are sanctioned; like salary of employees, pension to retirees, organizing short term courses (STCs) for technical teachers from Engineering Colleges/Polytechnics procurements of material/equipment/machinery and operation & maintenance services.

Another source of Income, though small, is the Internal Revenue which comprises of students fee, consultancy service charges, guest house room rent, etc. The Institute had an cumulated internal revenue of about Rs. 6.00 crore as of 31.03.2011. Average income generation per year ranges between Rs 1.5 to 2.00 crore. Recently, the Ministry has directed that expenditure of 'Non-Salary' components under Non-Plan scheme should be met out of internal revenue of the Institute and the expenditure there against recorded separately in monthly expenditure statements.

It may be stated that by meeting expenditure on 'Non-Salary' components out of internal revenue, the income of the Institute would get exhausted

over a period of time and the Institute would be left with no funds of its own to fall back upon at the time of need. The Ministry releases grant quarterly but generally late when a particular quarter-period is almost over. In such situations, the Institute disburses salary to its employees and pension to retirees out of internal revenue. If the internal revenue is exhausted for meeting expenses on 'Non-Salary' components, there may be difficulty in disbursing salary/pension in time. To address such problems the Institute needs a Reserve Fund of its own. The Institute also needs funds to achieve its objectives which, interalia, includes the following:

- To undertake systematic research to provide research inputs for development of technical education training systems and its managements;
- To design new instructional system and strategies for production of multimedia learning materials;
- To develop and disseminate learning resources like text books, laboratory Manuals, Video Programmes, etc.
- To Institute awards, fellowships, scholarships, prizes and medals, etc.

For achieving these objectives and also for taking up other developmental works, the Institute need to set up a regular Corpus of its own, say Endowment Fund. To examine the justification for creating a 'Fund' called 'Endowment Fund' and to identify the areas for which such funds could be utilized, a Committee was constituted by the Director. A copy of the report of the Committee's is enclosed **Annexure – IV** at page nos.06 to 07. Which has recommended creation of a Reserve or Endowment Fund for a sum equivalent of 80% of Institute's internal revenue.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE
SUITABLE RECOMMENDATION TO THE BOARD OF
GOVERNORS