

**ITEM NO. F. 23.1 TO CONFIRM THE MINUTES OF 22<sup>ND</sup> MEETING OF FINANCE COMMITTEE HELD ON 13.03.2012 AND TO REPORT ACTION TAKEN THEREON**

(a) The minutes of the 22<sup>nd</sup> meeting of the Finance Committee of the Institute, held on 13.03.2012, were circulated amongst all its members vide institute letter No.NITTTTR/Board/23<sup>rd</sup>-Minutes/37980-97 dated 20.03.2012 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure - I** (page Nos.01 to 05). Comments received from Deputy Educational Advisor (T), MHRD, Govt. of India are implemented. Since no comments have been received from any other member, the same may be confirmed as recorded.

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

| Minutes of the last meeting | Follow up |
|-----------------------------|-----------|
|-----------------------------|-----------|

**ITEM NO. F. 22.1 TO CONFIRM THE MINUTES OF 21<sup>ST</sup> MEETING OF FINANCE COMMITTEE HELD ON 21.10.2011 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**  
and

**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 Finance Committee advised that the matter may be discussed at the Ministry level. Time may be sought from Director (T), Ministry of HRD for discussing the above issue.

A letter has been written to Ministry of Human Resource Development, New Delhi vide letter No. NITTTTR / Admn / RA / 8919 dated 31.05.2012.

Against

**ITEM NO.F.22.2.1 TO CONSIDER DECLARATION OF GOODS INCLUDING EQUIPMENT, FURNITURE ETC. AS OBSOLETE OR UNSERVICEABLE**

Member Secretary explained the procedure for declaration of goods including equipment, furniture etc. as obsolete or unserviceable. After seeing the list of equipment, the Members questioned that whether the equipment was being used till the financial year 2010-11. The Member Secretary explained that these items were being used till last financial year.

Noted

The Finance Committee advised that in future, a separate list of Software may be prepared for declaring them obsolete.

The Finance Committee recommended to the BoGs regarding declaration of goods costing Rs.48,90,843.53 as obsolete / unserviceable.

Against

**ITEM NO.F.22.2.2 TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN (GENERAL) - RECURRING, PLAN (NON-RECURRING) - CREATION OF CAPITAL ASSETS AND NON - PLAN (RECURRING) SCHEME UP TO THE 3<sup>RD</sup> QUARTER OF THE FINANCIAL YEAR 2011-12**

After noting the Item, the Finance Committee advised that the Institute may establish an Endowment Fund out of its Internal Revenue and bring the Item in this regard in next meeting.

As directed by the Finance Committee the said item is being placed at item No.F.23.2.1.

Against

**ITEM NO. F.22.2.4 TO IMPLEMENT THE DECISION OF BOARD OF GOVERNORS TO GRANT UPGRADATION OF PAY SCALES OF CERTAIN POSTS IN NITTTR CHANDIGARH**

The Finance Committee deliberated on the issue of up-gradation of Pay Scales of following posts in NITTTR, Chandigarh and advised as under:

**A. GRANTING PB2 Rs.9300-34800 + GRADE PAY RS.4200/- TO THE ASSISTANTS WORKING AT NITTTR CHANDIGARH**

The Representative from Ministry informed that as this matter pertains to Part-B of the First Schedule of CCS (RP) Rules 2008,

the implementation of which has been referred to Ministry of Finance for suitable decision.

The decision of Ministry of Finance is still awaited.

**B. GRANTING PB2 Rs.9300-34800 + GRADE PAY RS.4600/- TO THE SENIOR TRANSLATOR WORKING AT NITTTR CHANDIGARH**

The committee recommended that the instructions issued by GOI, Ministry of HRD (Higher Education), Department of Languages vide letter No. 13035-20/2009 OLI dated 27.06.2011 to bring the uniformity in pay scales of posts related to official languages cadres in the subordinate offices outside the Central Secretariat Official Languages Service cadre may be implemented.

A letter received from DEA (T) MHRD, Govt. of India vide No.F.No.7-5/2012-TS.IV dated 30.03.2012 informing that the case regarding grant of PB2+GP Rs.4600/- to the Senior Hindi Translator has already been referred to IFD for consideration. Therefore, the decision taken against item No. 22.2.4 B may be held in abeyance till a clarification is received from IFD.

**C. REGARDING UPGRADATION OF THE POSTS OF ACCOUNTS OFFICER FROM Rs.9300-34800 + GP Rs.4600/- TO Rs.9300-34800 + GP Rs.5400/-**

The Committee advised that information in this regard may be sought from other NITTTRs. Till the time the decision regarding up-gradation of scale is taken, the post may be filled by hiring a superannuated Accounts/Audit Officer from IA&AD on a consolidated remuneration.

All NITTTRs have been requested to supply recruitment rules & pay scale of Accounts Officer vide letter No. NITTTR / Admn / EA-II / 7125-27 dated 9.5.2012. The reply is still awaited.

**D. REGARDING UPGRADATION OF THE POSTS OF SECTION OFFICERS FROM Rs.9300-34800 + GP Rs.4200/- to Rs.4600/-**

The decision of Ministry of Finance is still awaited.

The Representative from Ministry informed that as this matter pertains to Part-B of the First Schedule of CCS (RP) Rules 2008, the implementation of which has been referred to Ministry of Finance for suitable decision.

**E. UPGRADATION OF PAY SCALE OF SKILLED TECHNICAL STAFF FROM RS.5200-20200 + GP RS.2800/- TO RS.9300-34800/- + GP RS.4200/-**

The decision of Ministry of Finance is still awaited.

The Representative from Ministry informed that as this matter pertains to Part-B of the First Schedule of CCS (RP) Rules 2008, the implementation of which has been referred to Ministry of Finance for suitable decision.

Against

**ITEM NO. F.22.2.5 TO CONSIDER INCLUSION OF ESSENTIAL WORKS TO BE UNDERTAKEN BY CPWD IN THE BUDGET ESTIMATE FOR THE YEAR 2011-12 (ALREADY FINALISED)**

The Committee considered the item and recommended its approval by the BoGs.

Noted

Against

**ITEM NO.F.22.2.6 TO CONSIDER INCLUSION OF FURNITURE ITEMS IN THE BUDGET 2011-12**

The Committee considered the item and recommended its approval by the BoGs.

Out of the two furniture items proposed for purchase, it is to inform that study chairs for New Hostel Blocks have been purchased as per the rules and procedures being followed at this Institute. However, the purchase of overhead storage for books shall be accomplished in the current financial year 2012-13 as Accounts Section has proposed to purchase the item through tendering.

## **ITEMS F.23.2 FOR CONSIDERATION**

### **ITEM NO.F.23.2.1 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. At 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 (Grant from the Ministry) 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, procurement 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 accumulated internal revenue of about Rs. 7.00 crore as of 31.03.2012. It's average internal revenue generation per year is about Rs 3.00 crore. Till the year 2009-10, the Institute was under Block Grant Scheme. The Institute had, however, requested the Ministry of Human Resource Development to exclude this Institute from Block Grant Scheme after 2009-10 but no formal reply has been received. However, the Ministry has directed that expenditure on 'Non-Salary' components under Non-Plan scheme should be met out of internal revenue of the Institute from the year 2011-12 and the expenditure thereagainst recorded separately in monthly expenditure statements.

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

same year. As of 31<sup>st</sup> March, 2012, the Institute has an accumulated internal revenue of about Rs.7.17 core. Out of this, about 50% (say Rs.3.5 core to 4.00 core) can be considered for creating a Reserve Fund called 'Endowment Fund' of the institute to meet expenditure on activities / programmes necessary 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.
- Development of new labs in new and emerging areas etc.

To examine the justification for creating a 'Fund' i.e. 'Endowment Fund' and to identify the areas for which such funds could be utilized, a Committee was constituted in October, 2011 by the Director. A copy of the report of the Committee is enclosed **Annexure – II** at page nos.6 to 7. The committee recommended creation of a Reserve or Endowment Fund for a sum equivalent to 80% of Institute's internal revenue. However, in view of the fact that expenditure on non-salary components is to be met out of IRG, the fund may be created for a sum equivalent to 50% of the IRG accumulated at the end of a particular financial year. At present, it works out to Rs.3.5 core to Rs.4.00 core. The matter was earlier submitted for consideration and approval before the Finance Committee / BoGs at its 21<sup>st</sup> meeting held on 21.10.2011 vide Agenda item No.F.21.2.7 and B.21.3.1. The Committee had observed that the decision regarding the creation of endowment fund may be taken only after a decision on exclusion or otherwise of the NITTTRs from the Block Grant Scheme. It was advised to take up this item after a decision in the matter is taken by the Government. A formal decision is, however, still awaited from the Government.

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

**ITEM NO.F.23.2.2 TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN (GENERAL)-RECURRING, PLAN (NON-RECURRING)-CREATION OF CAPITAL ASSETS AND NON PLAN (RECURRING) SCHEME UP TO 31<sup>ST</sup> MARCH, 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 (Recurring) scheme up to end of 4<sup>th</sup> quarter i.e. 31.3.2012 of the financial year 2011-12 is as under:

(Rupees in lakh)

| Particulars                           | Non Plan (Recurring) | Plan                  |   |
|---------------------------------------|----------------------|-----------------------|---|
|                                       |                      | (a) General Recurring | (b) Non Recurring Creation of Capital Assets            |
| Opening Balance as on 1.4.2011:       |                      |                       |   |
| -Against Grant                        | 0.81                 | (-) 199.61            | 318.87  |
| -Against IRG                          | 611.64               | 109.15                | 0.00  |
|                                       | -----                | -----                 | -----   |
| Total                                 | 612.45               | (-) 90.46             | 318.87  |
| Grant-in-aid received up to 31.3.2012 | 1420.00              | 380.00                | 0.00  |
| IRG                                   | 326.24               | 8.66                  | 0.00  |
| Total amount available                | 2358.69              | 298.20                | 318.87  |
| Expenditure incurred up to 31.3.2012  |                      |                       |   |
| - Salary                              | 1191.49              | 118.87                | 301.83  |
| - Non Salary                          | 220.14               | 117.81                | (Pertaining to Material, Store, Equipment, Works, etc.) |
|                                       | -----                | -----                 |   |
| Total                                 | 1411.63              | 236.68                |   |
| Unspent balance as on 31.3.2012:      |                      |                       |   |
| -Against Grant                        | 229.32               | 61.52                 | Against Grant   |
| -Against IRG                          | 717.74               | 0.00                  | = 17.04   |
|                                       | -----                | -----                 |   |
| Total                                 | 947.06               | 61.52                 |   |

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

**ITEM NO.F.23.2.3 TO CONSIDER AND APPROVE THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE FINANCIAL YEAR 2011-12**

As per para 2 of Govt. of India, Ministry of Human Resource Development letter No. 19-1/2011-IFD dated 3<sup>rd</sup> May, 2011, the autonomous organizations are required to ensure that their Annual Accounts are prepared and got adopted by the Governing Body and are sent to audit authorities latest by the 30<sup>th</sup> June of the following year for taking up the audit. The Annual Accounts for the financial year 2011-12 are ready and placed below as **Annexure – III** at page No.8 to 32. These are provisional statements of Accounts. The final statement would be proposed after the Accounts are duly certified by the Principal Accountant General(Audit), Punjab & UT Chandigarh which would be placed before the Board of Governors in its meeting in the month of October/November 2012.

As the Annual Accounts are due to be submitted to the office of the Principal Accountant General (Audit), Punjab & U.T. Chandigarh for audit, these need to be approved by the Finance Committee and the Board of Governors before their submission. After these are audited and certified by the AG office, these would be placed before the Finance & Personnel Committee/Board of Governors for final approval for onward transmission to the Ministry of Human Resource Development to lay these Accounts on the table of the Parliament by 31<sup>st</sup> December, 2012.

The Annual Accounts for the financial year 2011-12, which are provisional, are placed before the Finance Committee for consideration and further recommendation to the Board of Governors for their approval.

**FINANCE COMMITTEE MAY KINDLY CONSIDER AND RECOMMEND TO BOARD FOR APPROVAL OF PROVISIONAL ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2011-12**