

**MINUTES OF THE SECOND MEETING OF THE FINANCE COMMITTEE HELD ON SEPTEMBER 29, 2004 AT 11.00 A.M. AT NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH(NITTTR) CHANDIGARH**

The second meeting of the Finance Committee was held on September 29, 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, Board of Governors,  
NITTTR Chandigarh,  
# 1107, Sector 33-C,  
CHANDIGARH Chairman
- 2. Dr. AK Ambasht  
Director(T) Member  
Government of India,  
Ministry of Human Resource Development,  
Department of Secondary & Higher Education,  
Shastri Bhawan,  
NEW DELHI 110 001
- 3. Shri Vickram Jaidka, Member  
# 11, Shivalik Enclave,  
NAC Manimajra,  
CHANDIGARH
- 4. Dr OP Bajpai, Member-Secretary  
Director,  
National Institute of Technical Teachers'  
Training & Research,  
Sector 26,  
CHANDIGARH 160 019

The following member could not attend the meeting:

- 1. Shri SK Ray, Member  
Financial Adviser,  
Government of India,  
Ministry of Human Resource Development,  
Integrated Finance Division(IFD),  
Department of Secondary & Higher Education,  
Shastri Bhawan,  
NEW DELHI 110 001

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. He then requested Dr OP Bajpai, Director and Member Secretary of the Committee to conduct the proceedings.

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. He expressed his gratitude towards Dr AK Ambasht, Director(T), MHRD, Chairman and members of the Committee for their whole hearted support to the institute cause and their commendable contributions resulting in the growth and development of the Institute. He also appreciated the role of administration and accounts for the efficient and smooth working of the Institute. Thereafter the various agenda items were discussed as under :

**ITEM NO.F.2.1**

**TO CONFIRM THE MINUTES OF THE 1<sup>ST</sup> MEETING OF THE FINANCE COMMITTEE OF NITTR CHANDIGARH HELD ON JUNE 18, 2004 AND TO REPORT ACTION TAKEN THEREON.**

(a) The minutes of the I<sup>st</sup> meeting of the Finance & Personnel Committee held on June 18, 2004 were confirmed as recorded. While noting the follow up action on the various decisions/recommendations made by the Committee in its I<sup>st</sup> meeting including the pending items of its previous meetings as reported in the agenda, it was further deliberated as under:

**Against**  
**ITEM NO.F.1.3**

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

The representative of the Ministry informed that the reply is being sent soon to the Institute.

**Against**  
**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 representative of the Ministry informed that the matter is under their consideration and reply will be sent soon. The Committee requested to expedite the matter.

**ITEM NO.F.2.2**

**TO CONSIDER REVISED BUDGET ESTIMATES OF  
THE INSTITUTE FOR THE FINANCIAL YEAR 2004-  
05 AND BUDGET ESTIMATES FOR THE YEAR  
2005-06.**

The Committee considered the Revised Budget Estimates of the Institute for the financial year 2004-05 and Budget Estimates for the year 2005-2006 and recommended to the Board for approval of the following:

	<u>Plan</u>	<u>Non Plan</u>
REVISED BUDGET ESTIMATES FOR 2004-2005	350.00 LAKHS	500.00 LAKHS
BUDGET ESTIMATES FOR 2005-2006	475.00 LAKHS	570.00 LAKHS

The Committee desired that the pace of expenditure be kept uniform so that there is no rush of expenditure during the last months of the financial year. The Committee also desired that the institute should spend the grant fully well in time to avoid last minute rush



It was also desired to record the utilization of each equipment in the Departments be maintained to justify purchases.

**ITEM NO.F.2.3**

**TO CONSIDER AUDIT AND INSPECTION REPORT ON THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2003-04.**

The Audit and Inspection Report on the annual accounts of the Institute for the year 2003-2004 and draft replies thereto prepared by the institute were considered by the Committee. The Committee after going through the draft reply of each audit para recommended the same to the Board, for approval. However during the course of discussion when para 1 of LAR of 2002-2003, regarding levy of damages by PUDA(Rs.85 lacs) and non receipt of consultancy fee(Rs.17.92 lacs) was being deliberated upon, it was reported by the institute that due to not handing over of complete technical record of the case required for its defence, the DCRG and leave encashment payments of Prof R Subramanian, Head Civil Engineering Department who superannuated on June 30, 2004 and who was handling the project, have been withheld. The representative of the Ministry suggested that the Government rules in this regard be verified.

Similarly on para 10 of Audit Report for the year 2003-2004 regarding irregular drawal of LTC amounting to Rs.48,000/- by Dr(Mrs) HK Gill, the Committee desired that besides recovery of LTC amount, explanation of Mrs HK Gill be called for for giving wrong declaration at the time of submitting the LTC bill. Further action in the matter be taken by the Competent authority.

**ITEM NO.F.2.4****TO CONSIDER THE ACTION TAKEN BY THE INSTITUTE REGARDING THE POST GRADUATE PROGRAMMES.**

The information reported to the Committee was well taken. The Committee desired that as this item has also been included in the agenda item of the Board of Governors, the same may be discussed in the meeting of the Board.

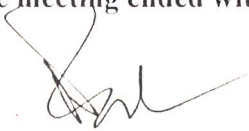
**SUPPLEMENTARY ITEMS****ITEM NO.F.2.5 TO CONSIDER REQUEST OF SHRI AMARJEET SINGH, CHOWKIDAR FOR CHANGE OF OPTION FOR FIXATION OF PAY.**

The Committee decided that the Chairman, Board of Governors may look into the matter and decide it on merits.

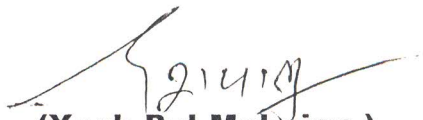
**ITEM NO.F.2.6 TO CONSIDER THE INVESTMENT OF GPF/CPF ACCUMULATION INTO GOVERNMENT SECURITIES**

The Committee suggested that as the investments have been made in compliance of the directions of the Ministry of Finance as well as the Integrated Finance Division of Ministry of Human Resource Development, the matter may be reported to the Integrated Finance Division of Ministry of Human Resource Development, for advice/action.

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



**( Dr OP Bajpai )**  
Member Secretary



**(Yash Pal Mahajan )**  
Chairman, Board of Governors