

Agenda & Notes

FC NO. 13

2010: 1st Meeting
of the
**Finance
Committee**

Venue of the Meeting

Conference Room, Shastri Bhawan, MHRD

Date and Time of the Meeting

February 25, 2010 at 11.30 am



PDPM
Indian Institute of Information Technology,
Design and Manufacturing Jabalpur

**PANDIT DWARKA PRASAD MISHRA
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR**

2010/1st Meeting of Finance Committee

Date and Time: February 25, 2010 at 1130 Hrs
Venue: Conference Room, First Floor, C Wing, Shastri Bhawan, New Delhi

AGENDA

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FC/2010:01.01 : **Opening Remarks by the Chairman**

To be placed in the meeting itself

FC/2010:01.02 : **Overview Report of the Director**

The year 2009-10 has been full of events and achievements. A brief sketch of the progress made after the last meeting of Finance Committee is given below:-

- **Plan Grant Utilization**

○ Opening balance as on 01.04.2009	Rs. 396.00 lakhs
○ Grants received till 31.01.2010	Rs. 1950.00 lakhs
○ Income from fee	Rs. 60.00 lakhs
○ Total Grant as on 31.01.2010	Rs. 2406.00 lakhs
○ Grants utilized upto 31.01.2010	Rs. 2383.28 lakhs

Major portion of the grant utilization has been towards civil works, electrical works and equipment procurement.

- **Campus Construction Work**

Progress of Hall of Residence –II has been satisfactory. As per the Board's directive, a notice was issued to the contractor of Hall of Residence – 1 (Hostel 1) due to very slow pace of construction. The contractor was asked to complete the work by September, 2009 failing which the Institute would terminate the contract. After receiving the notice, the construction activities were geared up. However, the work could not be completed within the notice period. The contractor has sought extension for another three months to complete the work. Work of electric substation has been finalized and is under testing. CPWD has been assigned the work of Lecture Hall and Tutorial Complex, Mess and Dining Hall and internal road network and electricity services.

- **New Research Projects**

Three research project proposals have been sanctioned by the Department of Science and Technology with Principal Investigators – Prof. Aparajita Ojha, Dr. C.S. Sastry and Dr. Asutosh Shrivastava. However, the project proposal of Dr. CS Sastry will be transferred to IIT Hyderabad as he has now joined IIT Hyderabad.

- **Faculty and non faculty recruitment**

Out of 39 sanctioned positions of faculty and research engineers 32 have been filled and offers have been recently given to eight more people (as one of the professors has been deputed to be the Director of the Institute). Four persons have accepted our offer and response is awaited from rest of them. Against 43 sanctioned positions of non teaching staff, 33 have been filled up. Advertisement for rest of the posts has been floated and it is expected that rest of the positions will be filled up very soon including that of Registrar.

- **Audit for the year 2008-09** was held on time and report of the audit is awaited from AG office.

- **Order of the MHRD for revision of pay scales of teaching and other staff**, as per the recommendations of Sixth Pay Commission and modification made by MHRD, was adopted with the approval of the Chairman, BOG. However, there are certain anomalies and teachers' resentment over this issue.

- **IIITDMJ-Japan collaboration -**
 - Two Okuma manufacturing machines gifted by Okuma Company are arriving shortly.
 - Visits of five faculty members to Institutes/industries in Japan were fully sponsored by Japan.
 - Two more faculty members visited Japan with funds from DST and Tokyo Metropolitan University.
- In the next financial year 2010-11, the Institute proposes to take up the construction of the remaining major buildings and other facilities at a faster pace. Institute has also been asked by MHRD to comply with the conditions of UGC expert committee to take up infrastructure development at a faster pace. In view of this the Institute has proposed a budget of Rs 9880/- lakhs to finalize some of the major construction activities of the Institute in the next financial year.

FC/2010:01.03 : Confirmation of Minutes of Meeting held on 20th July 2009

Minutes of 2009/2nd Finance Committee meeting held on 20th July 2009 were circulated to the members subsequent to the meeting under approval from the Chairman. No comments have been received yet. Minutes are again included herewith as FC/2010/1/Annexure-I. If there are no comments from the members, Finance Committee is requested to confirm the minutes.

FC/2010:01.04 : Recommendations of the Building & Works Committee to be held on 21st February 2010

The next meeting of B&WC is scheduled to be held on 21st February, 2010. Agenda of the meeting is given in FC/2010/1/Annexure-II. The proposed construction works are as follows:-

<u>Name of work</u>	<u>Area (Sq Mtr)</u>	<u>Cost(Rs in lakhs)</u>
1) Residential Flats (50 Nos)	8197	15,99,70,079
2) Residential flats (60 Nos)	13212	25,86,42,639
3) Road Network (Ph-I) -		99,00,000
4) External Lighting (Ph-I)	-	17,30,199

Minutes of the B&WC meeting will be tabled during the meeting. Finance Committee is requested to consider recommending the same for approval to the Board.

FC/2010:01.05 : Revised Budget Estimates for the F.Y. 2009-10 and Budget Estimates for the F.Y. 2010-11.

Revised Budget Estimates for the F.Y. 2009-10 and Budget Estimates for F.Y. 2010-11 are placed as FC/2010/1/Annexure-III for consideration of the Finance Committee for recommendations to the Board.

FC/2010:01.06 : Adoption of Revised Receipt and Payment account for the F.Y. 2008-09.

The Receipts and Payments account has been revised as certain discrepancies were raised by the AG auditors. The same has been revised and placed as FC/2010/1/Annexure-IV for the consideration of the Finance Committee.

FC/2010:01/07 :

Placement of Audit Report for the F.Y. 2007-08 and 2008-2009

Audit Report for F.Y.2007-08 is placed as FC/2010/1/Annexure-V and for the F.Y. 2008-09 will be placed during the meeting if that is received from AG Office before the meeting.

FC/2010:01/08 :

Implementation of Sixth Pay Commission recommendations as amended by MHRD, GOI related to pay, allowances and other benefits to teaching and other Staff of Institute : Ratification of the approval accorded by Chairman, BOG.

The recommendations of 6th Pay Commission related to pay and perks as amended by the MHRD, GOI vide various orders issued from time to time were adopted after due approval by the Chairman, BOG. The same is placed for ratification as FC/2010/1/Annexure-VI.

FC/2010:01.09 :

To consider and recommend the Medical Attendance and Treatment Policy of the Institute.

The proposed draft for medical attendance and treatment policy was placed in the last meeting of the Finance Committee held on July20, 2009(Please refer to the minutes of the meeting –FC/2009:02.08). Various medical insurance schemes have been explored at the Institute level and a comparative statement of Govt of India/CGHS supported medical attendance treatment policy with medical insurance policy is placed at FC/2010/1/Annexure-VII alongwith the proposed draft of medical attendance and treatment policy. It is requested to re consider the medical attendance and treatment policy proposed by the Institute for recommendation to the Board.

FC/2010:01.10 :

To consider Purchase Manual of the Institute.

The Purchase Manual of the Institute was placed before the honorable members of the Committee in the last meeting held on 20th of July, 2009. A committee was formed to review and suggest amendments if any. No comments have been received from the members. The Purchase manual is again placed before the committee as FC/2010/1/Annexure-VIII for the recommendations to the BOG.

FC/2010:01.11 :

To consider extending Mobile Phone facility to Officers & Staff on need basis

The Institute is building its infrastructure. During the period of such infrastructure development, Officers and Staff often need to communicate with each other and to external agencies/Offices even beyond office hours and sometimes on Holidays. Since these staff members are living in different parts of the city, it is proposed to provide mobile phone facilities on minimum rentals available. The upper limits on rentals and expenditure would be restricted according to the type of responsibility assigned.

FC/2009:01.12 :

Application Fee chargeable from candidates applying for various posts at the Institute

It is proposed to charge following application fee from candidates applying for various posts at the Institute.

For Group A posts: Rs. 200/-
For Group B and C posts: Rs. 100/-

For SC/ST candidates, no application fee would be charged. Finance Committee is requested to consider the proposal for recommendation to the Board.

FC/2009:01.13

Reporting Items

1. Implementation of Group Insurance Scheme of LIC of India meant for the employees of Central Govt /Central Autonomous Bodies.

The matter for Group Insurance Scheme for the institute's employees was discussed in Institute's Advisory Group-General Administration (IAG-GA) meeting. The same has been recommended on salary deduction basis of the employees.

2. Registration of Institute with Central Record Keeping Agency of NSDL for New Pension Scheme.

The registration process of NPS has been completed and the registration No. for DDO/PAO and PrAO has been received.

3. Authorisation of Officers for NPS Operations

Shri R.P. Dwivedi, Deputy Registrar (Finance & Accounts) has been authorized to act as DDO/PAO and Shri Raghunath Bhattacharya has been authorized as PrAO till new Registrar joins for New Pension Scheme operations.

4. Opening of Allahabad Bank branch and its ATM In the premises of Institute.

Institute was operating its Plan Grant account and other accounts through SBI. On shifting to the new campus, SBI, three other Nationalized Banks and ICICI were approached to open a branch at the Institute's new premises. Due to remote location of the Institute, response of the Banks was not good. Only UBI, ICICI and Allahabad Bank responded positively. SBI denied providing their services at such a remote location while other banks were not in a position to open the service window with immediate effect. Since Allahabad Bank readily agreed to provide services through a service window in the campus initially, they were given the space in the Institute. The Bank is going to open its full-fledged branch in February 2010.

5. Opening of Institute's Account in Allahabad Bank

Grant Account (Plan) was opened with Allahabad Bank, RD University branch for institute's transactions. The same will be shifted to Campus branch, which is likely to open shortly.

FC/2010:01.13 :

Any other item with the permission of Chair

FC/2010/01/ANNEXURE- I

**Minutes of the Second Meeting
of the Finance Committee 2009
held on July 20, 2009**

**Indian Institute of Information Technology,
Design & Manufacturing Jabalpur**

**Minutes of the
Second Meeting of the Finance Committee 2009
held on July 20, 2009 at 2.30 pm in the Conference room,
First floor, C Wing MHRD, Shastri Bhawan, New Delhi**

Members Present:

- | | | |
|----|---|----------------------------|
| 1. | Shri A.K. Singh
Chairman, Board of Governors,
PDPM-IIITDM Jabalpur | Chairman |
| 2. | Professor M.K. Harbola,
Professor, I.I.T. Kanpur | Member |
| 3. | Shri Anurag Jain,
Secretary to CM and
IT Secretary, Govt. of M.P., Bhopal | Member |
| 4. | Shri S. Mohan,
Director (Finance)
MHRD, New Delhi | (representing FA,
MHRD) |
| 5. | Professor Aparajita Ojha,
Director(in charge), PDPM-IIITDM
Jabalpur | Member |
| 6. | Shri R. Bhattacharya,
DR, PDPM-IIITDM Jabalpur | Actg. Secretary |
| 7. | Shri T.S. Anand,
AEE, PDPM-IIITDM Jabalpur | Special Invitee |

FC/2009: 02.01

Opening Remarks by the Chairman

Chairman welcomed the members and requested the Director to commence the meeting.

FC/2009:02.02

Overview Report by the Director

The Director greeted the members of the Finance Committee and presented the following overview report.

1. **Performance of the Institute in terms of Grant utilization (2008-09):** The Institute received an amount of Rs. 2392 lakhs in the year 2008-09 as plan

Note: All Annexures of the minutes have already been circulated before.

grant from the Ministry of Human Resource Development, Government of India. Other internal income of the Institute during 2008-09 was Rs. 54.65 lakhs. With an unspent balance of Rs. 55.96 lakhs of previous year, the total available fund was Rs. 2502.61 lakhs. Out of this amount, the Institute incurred an expenditure of Rs. 2448.84 lakhs in the year 2008-09. Major items on which expenditure was incurred were (i) Civil works (ii) equipment. Since several committed expenditure were required to be cleared, a request for release of next installment of grant was made along with the utilization certificate in April, 2009. Ministry of Human Resource Development (MHRD) has released an amount of Rs. 525 lakhs as the first installment of the grant for the year 2009-10. Soon the Institute will send the utilization certificate with another request for release of grant for the next quarter.

2. Deemed University conferment to the Institute on June 24, 2009 by MHRD on the recommendation of the UGC.

The Central Government has declared the Institute as a 'Deemed-to-be-University' under the De-Novo category provisionally for a period of five years, with effect from academic year 2005-06 subject to compliance of certain conditions (Please see Annexure FC/2009/2-I).

- **First batch passed out in 2009.** First batch of undergraduate students admitted in July-August 2005 has passed out in the month of May, 2009.
- **IIIT Japan collaboration.** MHRD has sent a letter to Japan Embassy accepting their conditions of gift of OKUMA CNC machines with transportation cost, custom duty and other expenses to be borne by the Institute. The budget would be accordingly modified and placed before the next meeting of the Finance Committee for its approval. Seven students' internships in Japanese companies Hitachi, Toshiba and Amada have been successfully completed. Prof. Aparajita Ojha and Prof. Puneet Tandon have been invited by the Japan Govt. to hold discussions on academic matters and participate in the consortium meeting during July 25-31, 2009.
- **Shifting to the New Campus.** Institute is presently running from the premise of Jabalpur Engineering College. Since the Core Lab Complex (CLC) has been constructed and two wings of one hostel are nearing completion, the Institute has planned to shift to its own campus by July 27, 2009. As an ad-hoc arrangement false partitions have been created in CLC for lecture halls, labs, library, faculty offices and administrative offices.
- **Campus Construction Work:** Triple seated Hall of Residence - 2 has been started from March 2009 and the progress is satisfactory. However, the construction work of the first hostel - Hall of Residence 1, which was to be completed in January 2008, has been extremely slow and presently the contractor is able to finish and handover only two wings out of six. This had led to a chaotic situation and the Institute has decided to continue with the present arrangement of accommodating students in four other hostels outside

the campus, in addition to utilizing the two wings of the Hall of Residence - 1. For transport, buses will be operated on hired basis. Further, the work of electric substation will be completed in July, 2009, as informed by the Institute Engineer Shri Anand.

FC/2009:02.03

Confirmation of the Minutes of the meeting held on March 23, 2009

The committee confirmed the minutes of the meeting held on March 23, 2009 (Please see Annexure FC/2009/2-II).

FC/2009:02.04

Recommendation of the Building & Works Committee Meeting held on July 18, 2009.

The Committee took note of the recommendations of the meeting of B&WC held on July 18, 2009. It was opined that the Institute should get the work done at an accelerated pace. It was also suggested that the Institute may take services of Government agencies/departments such as CPWD for future works. The Preliminary estimate for Mess and Dining Hall amounting to Rs. 628 Lakhs was approved (Please see Annexure FC/2009/2-II).

The Finance Committee recommended to the Board of Governors to accept the recommendations of Building and Works Committee.

FC/2009:02.05

Budget Estimates 2009-2010

The Committee took note of the Revised Budget Estimates which were circulated along with the Agenda Notes. The Committee suggested that in view of the plan for constructing new buildings, the figures presented in the Budget Estimates 2009-10 may require corrections/revision. The Committee gave its approval, in principle, to the Budget Estimates 2009-2010 (Please see Annexure FC/2009/2-II).

FC/2009:02.06

Purchase Manual

The Committee discussed the manual at length and it was decided that a sub committee comprising of Shri Ashok Thakur, Prof Aparajita Ojha and Shri S. Mohan (Director, Finance, MHRD) be constituted to go through the manual and place it before the Committee after making suitable amendments, if required. It was further suggested that while framing the manual, guidelines and directives as laid down in General Financial Rules of Government of India should be kept in mind (Please see Annexure FC/2009/2-II).

FC/2009:02.07

Implementation of Sixth Pay Commission's perks for Faculty

The proposal was discussed and one of the members informed the Committee that the issue was already under consideration by the MHRD (along with the

implementation of recommendations of Sixth Pay Commission) and it would be announced soon. Therefore the Committee decided to postpone the consideration of this issue (Please see Annexure FC/2009/2-II).

FC/2009:02.08

To consider and recommend to the Board the Medical Attendance and Treatment Policy of the Institute.

Some of the members suggested adapting a Medical Insurance Schemes in place of going in for a comprehensive medical policy. Such a method is being followed in various other institutes. The Committee was informed that due to relatively small size of the Institute in terms of number of students, faculty and staff members same might not be feasible at this juncture at low cost. After deliberation, it was decided to explore the possibility of having a medical insurance scheme. The matter would be placed before the FC again after these possibilities are explored and accordingly the Medical Attendance and Treatment policy document has been modified.

FC/2009:02.09

Annual Account of the Institute for the financial year 2008-09.

Finance Committee accepted the Annual Accounts of 2008-09 and recommended the same to the Board for adoption.

FC/2009: 02.10

Any other item with the permission of the Chair

None of the items beyond those listed in the agenda was discussed.

Meeting concluded with a vote of thanks to the Chair.

Sd/-
Raghunath Bhattacharya
Acting Secretary

Sd/-
Aparajita Ojha
Director (in charge)

Approved

Sd/-
(Shri A.K. Singh, Chairman)

FC/2010/01/ANNEXURE- II

**Agenda of Building & Works
Committee to be held on
February 21, 2010**

Agenda & Notes

2010/ 1st Meeting
of the
**Building & Works
Committee**

Venue of the Meeting

Conference Hall, PDPM-IIITDM

Date and Time of the Meeting

February 21, 2010 at 11.00 Hrs



PDPM
Indian Institute of Information Technology, Design
and Manufacturing Jabalpur

Agenda Notes for the 2010/1st

Meeting of Buildings & Works Committee, 2010

[to be held on February 21st, 2010 at Conference Hall, PDPM IIITDM Jabalpur]

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B&WC/2010: 1.01 Opening Remarks by the Chairperson

Opening remarks by the Chairperson will be presented in the meeting itself.

B&WC/2010: 1.02 Confirmation of Minutes of the 2009/ 2nd Meeting of the B&WC held on July 18, 2010

Minutes were circulated after the meeting and are placed at Annexure B&WC/2010/1/A-1 (page P-6 to P-8) for confirmation.

The Building & Works Committee is requested to confirm the same.

B&WC/2010: 1.03 To consider the Preliminary estimate for the work of Construction of Narmada Residency II (50 nos Staff Flats)

Preliminary estimate submitted by the Architect, M/s Architect Ateliar, Chandigarh for construction of 50 nos. flats consisting of one drawing cum dining room, two bed rooms along with kitchen and two toilets, have been framed on CPWD Delhi plinth area rates 2007 along with approved cost enhancement as applicable at Jabalpur. The vetted estimates along with concept drawing, history, design & scope, specification are placed at Annexure B&WC/2010/1/A-2 (Pages P- 8 to P- 20). The preliminary estimate after being vetted by the CPWD and including architects fee amounts to Rs 1598 Lacs (Fifteen cores ninety eight lacs) only.

The B & WC is requested to accept the preliminary estimate for Construction of Narmada Residency II amounting to Rs 1598 (Fifteen cores ninety eight lacs) and to request the Finance committee to consider the same and recommend it to the Board of Governors for its administrative approval and expenditure sanction.

B&WC/2010: 1.04 To consider the Preliminary estimate for the work of Construction of Narmada Residency III (60 NOs. Staff Flats)

Preliminary estimate submitted by the Architect, M/s Architect Ateliar, Chandigarh for construction of 60 nos. flats having one drawing cum dining room, two bed rooms, one study along with kitchen and two toilets, have been framed on CPWD Delhi plinth area rates 2007 along with approved cost enhancement as applicable at Jabalpur. The vetted estimates along with concept drawing, history, design & scope,

specification are placed at Annexure **B&WC/2010/1/A-3** (Pages P-21 to P- 34). The preliminary estimate after being vetted by the CPWD and including architects fee amount to Rs. 2563 Lacs (Twenty five cores sixtythree lacs) only.

The B & WC is requested to accept the preliminary estimate for Construction of Narmada Residency III amounting to Rs. 2563 Lacs (Twenty five cores sixtythree lacs) only and to request the Finance committee to consider the same and recommend it to the Board of Governors for its administrative approval and expenditure sanction.

B&WC/2010: 1.05 To consider the Preliminary estimate for the work of Construction of Road Network of Academic area (Phase I)

Preliminary cum detailed estimate for the construction of Road Network of Academic area (Phase I) have been prepared on Delhi Schedule of rates 2007 along with approved cost enhancement as applicable at Jabalpur. The estimate received from the Architect M/s Architect Ateliar, Chandigarh Annexure **B&WC/2010/1/A-4** (Pages P- 35 to P-37) has been put up to CPWD for vetting and recommendations, if any. The final estimate after incorporating the observations and comments of CPWD shall be placed on the table in the meeting itself.

The B & WC is requested to accept the preliminary estimate for Construction Of Road Network Phase I of academic area and to request the Finance committee to consider the same and recommend it to the Board of Governors for its administrative approval and expenditure sanction.

B&WC/2010: 1.06 To consider the Detailed estimate for the work of External Electrification & Lighting (Phase I)

Detailed estimate for the work of External Electrification & Lighting (Phase I) has been prepared on Delhi Schedule of Rates 2007 along with approved cost enhancement as applicable at Jabalpur & Market rates amounts to Rs 152 Lacs. The received estimate along with concept drawing is placed at Annexure **B&WC/2010/1/A-5** (Pages P-38 to P- 46). The estimate has been put up to CPWD for vetting and recommendations, if any. The final estimate after incorporating the observations and comments of CPWD shall be placed on the table in the meeting.

The B & WC is requested to accept the preliminary estimate for External Electrification & Lighting Phase I and to request the Finance committee to

consider the same and recommend it to the Board of Governors for its administrative approval and expenditure sanction.

B&WC/2010: 1.07 To consider the Preliminary estimate for the work of External HT line.

Institute, in order to cater its electricity requirements has applied for electrical connection from Madhya Pradesh Poorav Kshetra Vidut Vitran Company (MPPKVV Co). As per norms the Institute has been granted 33 KV HT connection. For supplying the power Preliminary cum detailed estimate for the work of External HT Line along with its ancillary work have been prepared by MPPKVV Co. on their Schedule of rates. The estimate also takes into account shifting of an existing electrical line passing through the campus. The estimate amounts to Rs1,31,14,268 (One Core thirtyone lacs fourteen thousand two hundred sixty eight only) as forwarded by the SE O&M, MPPKVV Co Ltd Jabalpur to its corporate office. The estimates is placed at Annexure **B&WC/2010/1/A- 6** (Pages P- 47) .The final estimate received from the MPPKVV Co Ltd shall be placed on the table in the meeting itself.

The B & WC is requested to accept the preliminary estimate External HT line & Electrification amounting to Rs 1,31,14,268 (One Core thirtyone lacs fourteen thousand two hundred sixty eight only),and to request the Finance committee to consider the same and recommend it to the Board of Governors for its administrative approval and expenditure sanction.

B&WC/2010: 1.08 To Review the progress of Hall of Residence I (SH: Civil & Electrical)

The above said work has been awarded to M/s N. M. Roof Designer Ltd at tendered amount of Rs 1049 Lacs. The date of start of work was 18.03.07 and date of completion was 18.01.08. Till now the agency has completed 3 wings along with the Facility Block. The structure work of balance 2 out of 3 wings is near complete and finishing work are in progress. Running account bills amounting to Rs 919 Lacs have been paid to agency. An amount of Rs 22.7 lacs has been withheld on accord of non achievement of milestones. In addition to it as per the terms of agreement Rs. 91.9 lacs (performance security deposit of Rs. 52.47 lacs in the form of Bank guarantee and Rs 42.33 from running bills towards security deposit) have also been deducted from contractor. The agency is facing financial constraints and has made a request to

release the security deposit amounting to Rs 42.33 lacs against a bank guarantee. It has also requested the extension of time for another three months for completion of balance work. The electrical component of work awarded to M/s Bhardwaj Brothers is also getting delayed and it has also requested extension of time.

The B&WC is requested to consider these issues and give its directions.

B&WC/2010: 1.9 Any other Item with the Permission of the Chair



ANNEXURE-1

**MINUTES OF THE 2009/2nd MEETING OF THE BUILDING AND WORKS
COMMITTEE HELD ON JULY 18, 2009 AT CONFERENCE HALL, PDPM IIITDM
JABALPUR**

Present:

- | | |
|---|------------------|
| 1. Prof. Aparajita Ojha
Director
PDPM IIITDM Jabalpur | Chairperson |
| 2. Mr. P. S. Manglani
Ex-Superintending Engineer
Irrigation, Jabalpur | Member |
| 3. Shri B K Nema
Ex-Superintending Engineer
PWD, Jabalpur | Member |
| 4. Shri Raghunath Bhattacharya
Deputy Registrar
PDPM IIIT DM Jabalpur | Acting Secretary |
| 5. Mr S Mohan,
Director (Finance)
Ministry of HRD. | Special Invitee |
| 6. Dr V K Gupta,
Associate Professor, PDPM IIIT DM Jabalpur | Special Invitee |
| 7. Shri T S Anand
AEE, PDPM IIIT DM Jabalpur | Special Invitee |

Leave of Absence

- | | |
|---|--------|
| 1. Mrs. Seema Raj
Director (Technical)
Ministry of HRD. | Member |
|---|--------|

B&WC/ 2009:2. 01 Opening remarks by the Chairperson, B&WC

The Chairperson welcomed all the members of the B & WC and the special invitees. Further she apprised the Committee of progress made by Institute on campus construction and development works. She informed the members about the extremely slow progress of Hall of Residence – 1 and the problems that the Institute is facing due to this. Members expressed their concern over the issue.

She informed the members that Institute has started planning for design of residential zone in addition to Students Activity Center (SAC), Visitors Hostel and services. One of the members suggested that if several works could be combined as a single package, big construction agencies could be attracted. This would also help in accelerating pace of campus construction and development. The Committee also deliberated on various modes on works execution and management. It was further opined that for future works on residential zone, guest house, shopping centre and students activity centre etc. Institute may explore the possibility of engaging some government agency such as CPWD / EdCil.

B&WC/2009:2. 02 Confirmation of Minutes of 2009/1st meeting of the Building & Works Committee held on 18th February, 2009

Minutes of 2009/1st meeting of the B&WC held on February 18, 2009 were confirmed.

Note: All Annexures of the minutes have already been circulated before.



B&WC/2009:2. 03

**To consider the Preliminary estimates for the work of
Construction of Mess & Dining Hall for UG Hostels.**

The B&WC discussed at length the concept drawings, design, specification and preliminary estimates of the Mess & Dining Hall for UG Hostel. The reason for developing a single building to cater to kitchen and dining viz economizing the footprint, possibility to get good caterer etc were brought to notice of the committee. The Committee deliberated at length the provision of cost escalation and felt it was prudent as no escalation had been approved for Jabalpur since 2007. Provision for site development, kitchen equipment have not been included and estimate for them shall be put-up separately.

The B&WC accepted the preliminary estimates amounting to Rs.628 Lacs (Rs Six Hundred Twentyeight lacs) for construction of Mess & Dining Hall and UG Hostel and requested the Finance Committee to recommend the same to the Board of Governors for administrative approval and financial sanction for the above work.

B&WC/2009:2. 04

**To consider tenders received for the works of Construction of
Lecture Hall & Tutorial Complex**

The Committee considered the memo forwarding tenders pertaining to the work. The Committee took note of participation in the tender. The Committee discussed outcome of tender and expressed its satisfaction on it. The reasons pertaining to high per sqm cost of Rs.23,250/- viz being a large span building with low repetitions, specialized roofing for lecture Halls, sound & thermal insulation, building automation etc were brought to notice of the Committee.

The B&WC accepted to award the work of Construction of Lecture Hall & Tutorial Complex to M/s Survi Projects Pvt Ltd, New Delhi at Rs. 22,57,83,289/- (Rupees Twenty two crores, fifty seven lacs, eighty three thousands two hundred and eighty nine only), an amount arrived at after negotiations and being within ten percent of sanctioned amount approved for the work.

B&WC/ 2009:1. 06

Any other item with the permission of the Chair

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

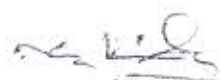
Sd/-
(Raghunath)
Acting Secretary

Sd/-
(Aprajita Ojha)
Chairperson
Building and Works Committee

MINUTES

IIITDMJ/B&WC 2009/2nd Page No.7

Note: All Annexures of the minutes have already been circulated before.



ANNEXURE-2

Annexure- B&WC/2010/1/A-2

Name of work : Construction of Narmada Residency II (50 nos staff flats)

Head of Account : Chargeable to Plan Budget.

Preliminary estimate amounting to Rs.1598 Lacs (Rs. Fifteen crores ninetyeight lacs only) including Architects Fees @ 5.515% (5% fees + 10.30% service tax on fees) & 3% Contingencies prepared by M/s Architects Ateliar, Chandigarh to meet the cost of the above mentioned work.

History :

- i) Based on the initial brief, which was discussed in the Campus Advisory Committee meeting, it was suggested to have create residential facility in such a manner that the footprint is used prudently so that their is scope of future expansion.
- ii) The Architect presented their plan-based inputs of the Campus Advisory Committee with residential area having combination of independent duplexes and vertical towers.
- iii) The plan was deliberated and the broad concept residential of having independent houses and towers was agreed upon. Apart from it member made many observations on the general layout, proposed plans of houses, orientation etc. It was concluded that in order to cater to immediate residential requirements two towers may be taken up initially. The Architect plan after making modifications is placed at P-11 to P 14

Design & Scope : The design of the proposed building has the following features;

- This tower is a five storied building having stilted parking at ground floor.
- All together it shall have 50 flats.
- Each flat shall have one drawing cum dining room, two bed rooms, two toilets and a kitchen.
- The proposed area of each flat shall be 77.946 sqm.
- Provision for two passenger lift shall be made.
- Provision for site development, internal roads and paths and horticulture operation shall be put up separately

Specification : As per CPWD specifications 2009 Vol I to II

Rates

- i) Delhi plinth area rates 2007 alongwith approved cost index of 109 for Jabalpur .
- ii) Items not available in the DPAR have been analyzed on DSR 2007.

Period of Construction

Total eighteen months.

Mode

CPWD shall manage construction of project.

(V K Dubey)

A.E.



10
K.L.P.

South

TYPICAL FLOOR PLAN

AREA STATEMENT :-
 AREA OF EACH FLAT = 77,946 SQMTS.
 TOTAL NOS. OF FLATS = 10 NOS.
 TOTAL AREA = 779,46 SQMTS.
 SUPER AREA = 1323,73 SQMTS.
 AREA OF CORRIDOR = 363,051 SQ MTS.
 AREA OF BALCONY ON EACH FLAT = 16 SQ MTS.
 TOTAL AREA OF BALCONY = 160 SQ MTS.

DATE: 24-12-2009 11:48:18

PROJECT: TOWER PHASE 1

DRAWN BY: M.A.S.

CHECKED BY: M.A.S.

APPROVED BY: M.A.S.

SCALE: AS SHOWN

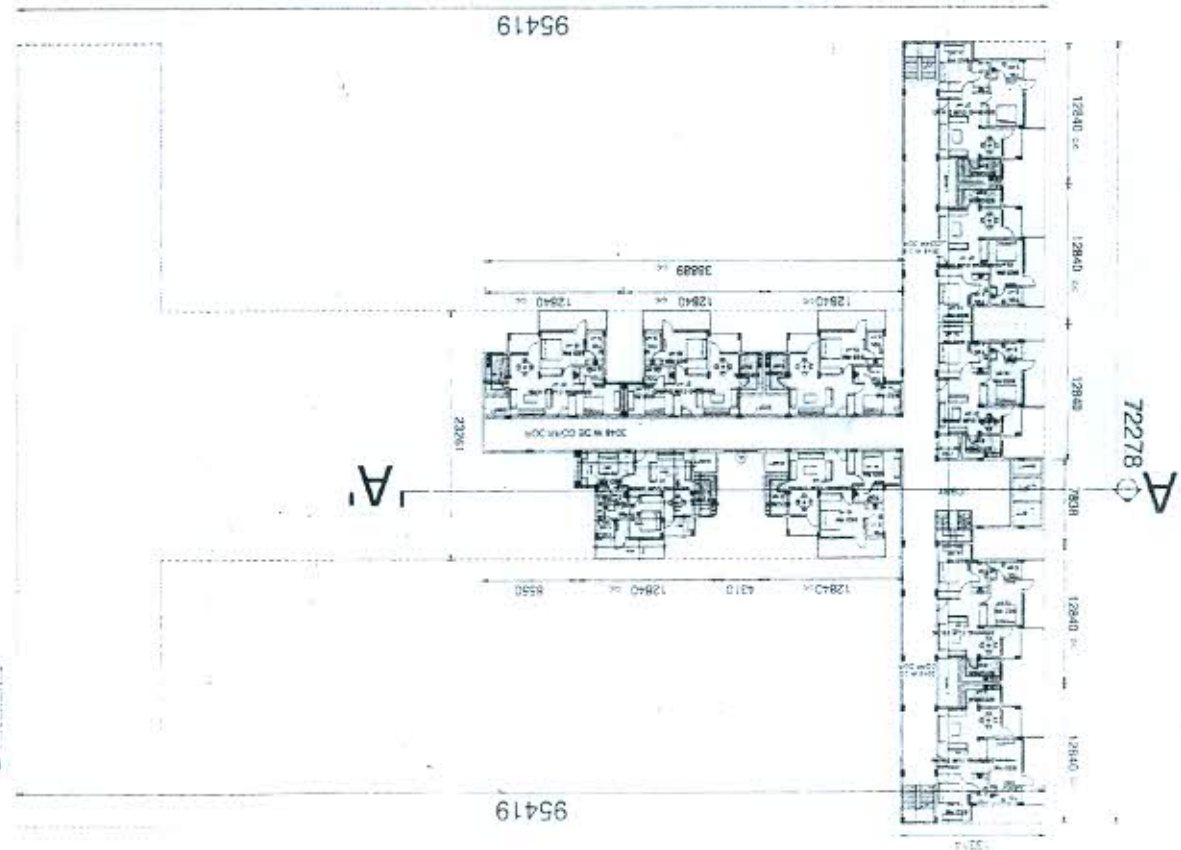
UNIT: METERS

NOTE: THIS DRAWING IS A PART OF A CONTRACT DOCUMENT AND SHALL BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY MENTIONED THEREIN.

CONTRACT NO.: 2009/04/0012

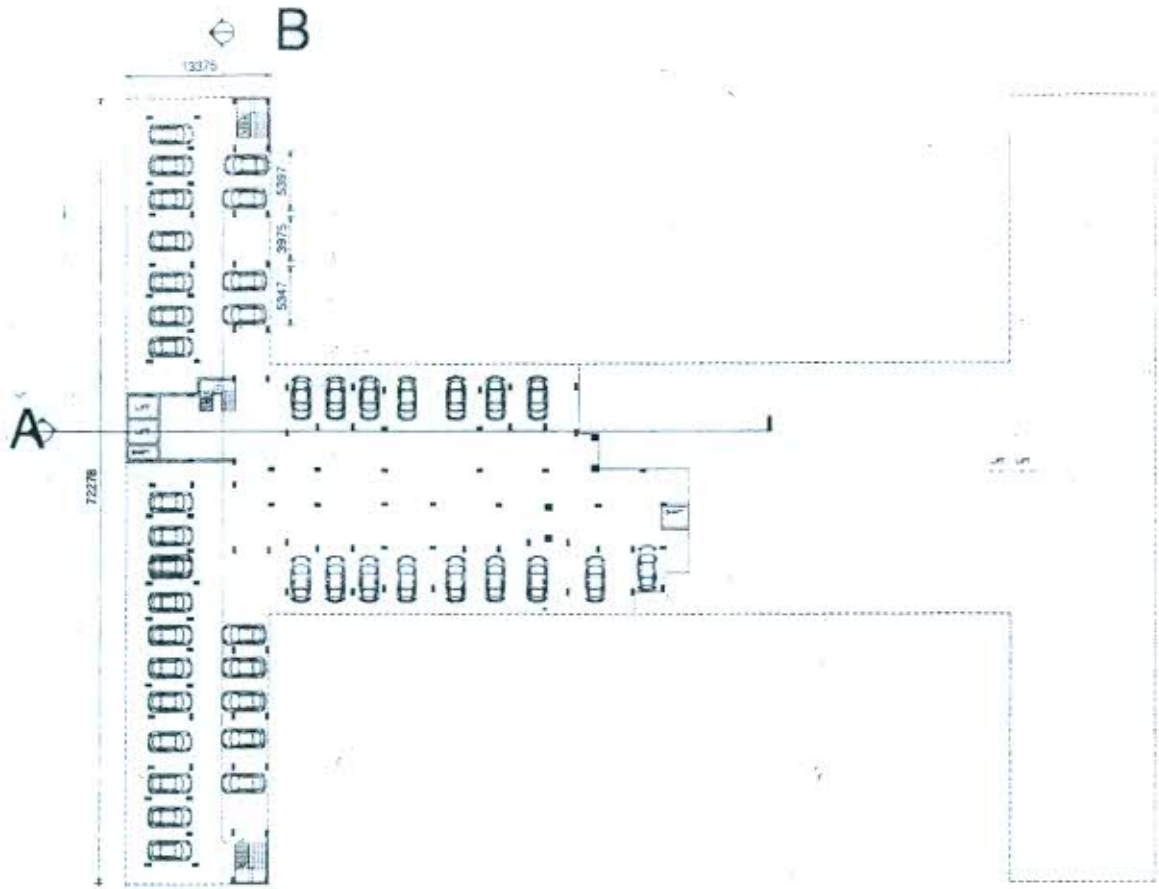
PROJECT LOCATION: PLOT NO. 4, SECTOR 3, GATE NO. 3, ESTATE NO. 12, NEW DELHI

CLIENT: M/S. PUNJ LLOYDS REAL ESTATE PRIVATE LIMITED



Room Legend

	TO
	KITCHEN
	DRAWING ROOM / LIVING
	ROB. RM.



GROUND FLOOR PLAN

- B'

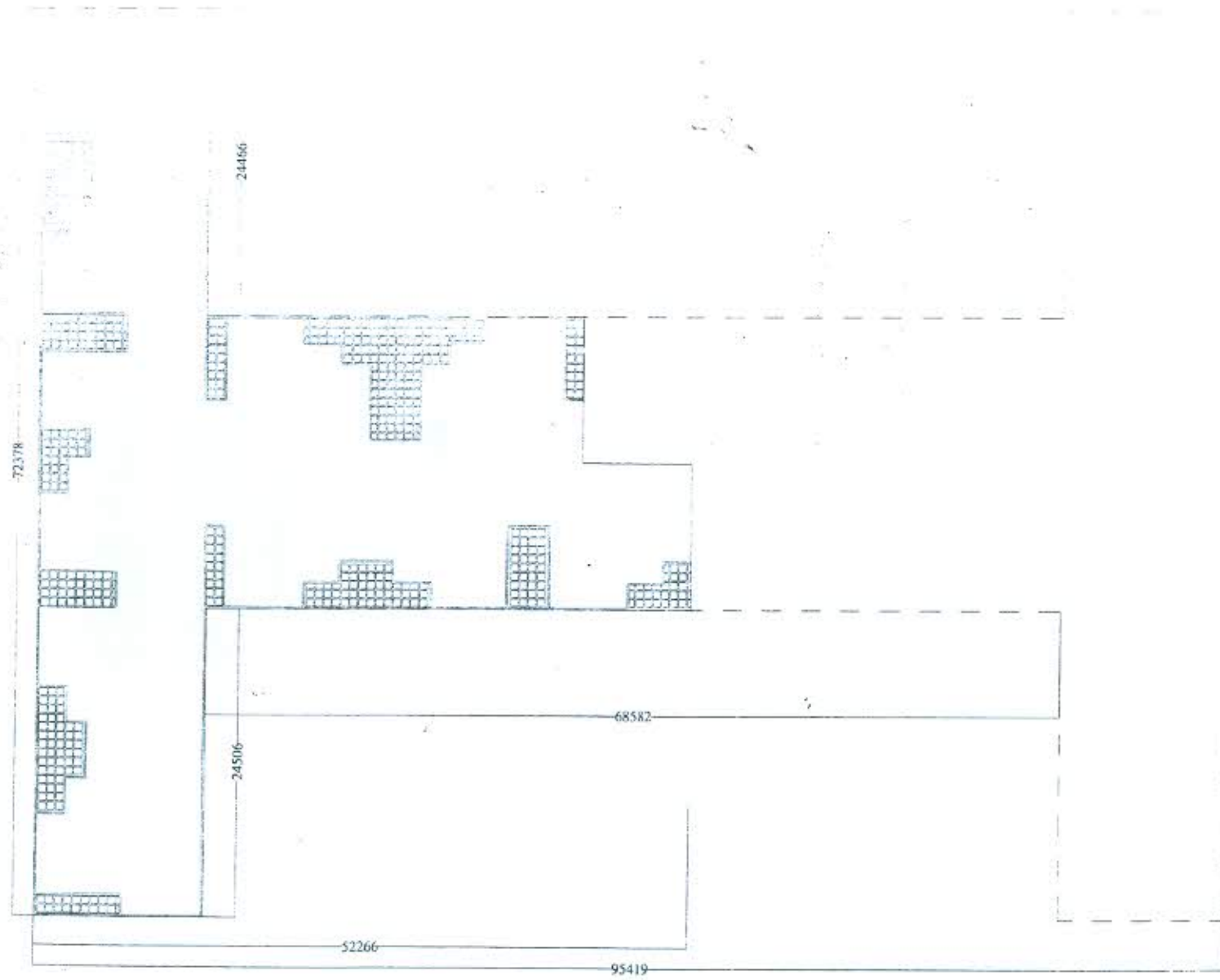
NOTE
 This drawing is the property of architect and/or
 architect/contractor. It is not to be used for any
 other purpose without the written consent of the
 architect/contractor.

Project: **ITIT JABALPUR**

Rev: **GROUND FLOOR PLAN (TYPE - 2 TOWER-1) PAGE 1**

Date: 11/10
 Scale: 1/10
 Drawn by: **ARCHITECT**
 Checked by: **ARCHITECT**
 Architect: **architect studio pvt. ltd.**
 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

N



ROOF PLAN (PHASE 1)

NOTE
this drawing is the property of architects atelier/architects atelier pvt. ltd. / arch tech projects pvt. ltd. & cannot be altered, used or copied without the written consent of architects atelier.

No.	Date	Revision
IIIT JABALPUR		
The RESIDENCE		
ROOF PLAN (TYPE-2/TOWER-1) PHASE-1		
DESIGNED BY	CHITRA KUMAR	DATE
DRAWN BY	ANURAG KUMAR	13/12/12
Scale: NTS		
DATE	DATE	
PROJECT	DEC 2009	
architects atelier architects atelier pvt. ltd. architects atelier & associates 100-B, sec-17A Chandigarh-160017 tel: 2703493, 2715271 fax: 9645322		

Signature 12

GOVERNMENT OF INDIA
OFFICE OF THE CHIEF ENGINEER
CENTRAL ZONE , CENTRAL P.W.D.,
BHOPAL.

PRELIMINARY ESTIMATE

NAME OF WORK :- C/o 50 Nos. Type-II Flats for PDPM IIT D&M,
Jabalpur (MP)

AMOUNT:- Rs. 15,14,61,000.00 including contingencies

P.E. No.:- 64 / CE(CZ) / 2009- 2010

केन्द्रीय लोक निर्माण विभाग

CPWD

GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT

State : MP.

Division : BCD-II, Bhopal

Branch :- B&R

Preliminary Estimate No. 64 /CE(CZ)/2009-10

Name of Work :- C/o 50 Nos. Type-II Flats for PDPM IIIT D&M, Jabalpur (MP)

Fund :-

Major Head	Minor Head	Detailed Head
	Deposit work	

This Preliminary Estimate framed by Er. J.P. Sharma, Executive Engineer(P)I, C.Z., CPWD, Bhopal, of the probable cost of Rs. 15,14,61,000/- (Rupees fifteen crore fourteen lac sixty one thousand only) including contingencies.

REPORT

History :- This preliminary estimate amounting to Rs. 15,14,61,000/- including 3% contingencies has been framed to meet the probable cost of the above work and for accord of Administrative Approval & Expenditure Sanction from the competent authority.

The requisition for the work has been received from Director, PDPM IIIT D&M, Jabalpur (MP) vide letter No. IIITMJ/B&W/SQ/10/01/01 dated 31.12.2009, received in Central Zone office vide no. 86-E dated 08.01.2010.

Design & Scope :- The preliminary estimate has been framed based on the following architectural drawings, received from Director, PDPM IIIT D&M, Jabalpur (MP) and developed by Architects atelier and Associates, Chandigarh on behalf of PDPM IIIT D&M, Jabalpur (MP).

:-

Sl. No.	Drg. No.	Description
1.	L-01	Layout Plan
2.	A (T-II) 01	Enlarged Single unit plan (T-II)
3.	A (T-II) 02	Typical floor plan (T-II)
4.	A (T-II) 03	Elevation (T-II)
5.	A (T-II) 04	Sections (T-II)
6.	A (T-II) 05	Roof plan (T-II)

The estimate provides for construction of 50 Nos. Type-II multi storied flats in G+5 construction with stilt parking on ground floor. The buildings shall be RCC framed structure with raft foundation. Load bearing capacity of soil formation is assumed at 10T/m², yet to be determined.

The estimate for Type- II flats has been framed keeping in view the provision of specification and construction material shown in the drawings. Conformity of drawings with the entitlement of incumbent occupants and Government of India Rules shall however be ensured by PDPM IIIT D&M, Jabalpur (MP). Because, the drawings do not conform to the plinth area norms of Ministry of Urban Affairs with respect to covered area as well as specifications.

Proposed specifications to be followed in construction and as intimated by Director of Institute are attached as Annexure "A".

This estimate does not include following provisions as desired by Director, PDPM IIIT D&M, Jabalpur, as separate estimate is understood to be sanctioned.

1. Provision of rain water harvesting
2. Metalled road,
3. street lighting
4. Compound wall and fencing.
5. External water supply system
6. Sewerage system
7. Drainage system
8. Electric supply grid
9. Levelling of site.

The architectural and structural drawings shall be prepared by the consultant appointed by PDPM IIIT D&M, Jabalpur and approved by Director, PDPM IIIT D&M, and Jabalpur after due proof checking. CPWD shall manage construction of project.

The cost projected in this estimate is liable to revision due to probable escalation in cost of construction apart from other reasons such as change in scope, area, design, specification etc, if, and as desired by the client department at a later date.

SPECIFICATION : The work shall be carried out as per CPWD specification 2009 Vol-I to II.

RATE : As per PAR 2007 with upto date correction slips duly enhanced by approved cost index of 109 for Jabalpur as on 01.07.09.

COST : Rs. 15,14,61,000/- including 3% Contingencies but excluding consultancy fee.


W.C. Estt. : Shall be met out of contingencies, if required.

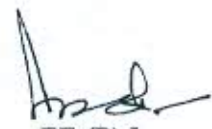
LAND : Available with client.


T & P : No special T&P will be required.

METHOD : By contract after call of tenders. .

TIME : After receipt of A/A & E/S
(i) Planning 6 (Six) Months
(ii) Execution 18 (Twelve) Months.
24 (Twenty Four) Months


AE (P)
CZ, CPWD, Bhopal



EE (P) I
CZ, CPWD, Bhopal



SE (P)
CZ, CPWD, Bhopal

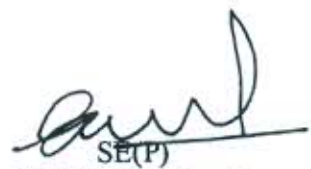
BRIEF DESCRIPTION OF SPECIFICATION

Name of Work :- C/o 50 Nos. Type-II Flats for PDPM IIIT D&M, Jabalpur (MP)

Sr. No.	Item	Specification
1.	Foundation	RCC isolated/combined footings for Columns. All three columns – Bearing capacity of soil 10 T / Sqm at 1.2 m below ground level.
2.	Superstructure	RCC framed structure, with bricks infill walls.
3.	<u>Shutters</u>	Sliding aluminium window
	a) Window	Flush door with wooden chowkhat.
	b) Door	Solid PVC shutters.
	c) W.C. Bath room	
4.	Fittings	Powder coated aluminium fittings.
5.	Flooring	Vitrified tile flooring.
	a) In rooms	Kota stone flooring and matching skirting.
	b) Common circulation area / Staircase	Ceramic tiles flooring and ceramic tiles upto ceiling height with a decorative bank of tiles.
	c) Toilets	
6..	Finishing	Acrylic smooth exterior paint.
	a) External	All walls & ceilings to be treated with 2 mm thick POP putty followed by a coat of plastic emulsion paint except kitchen, bath, WC and ceilings, which will be white washed Synthetic enamel paint on all wood work and steel work.
	b) Internal	
7.	Roofing	Integral cement based water proofing treatment over terrace slab.
8.	Kitchen Sink	Stainless steel kitchen sink with drain board.
9.	Others	Modular Kitchen, Solar Water Heater.


AE(P)
CZ, CPWD, Bhopal


EE(P)-I
CZ, CPWD, Bhopal


SE(P)
CZ, CPWD, Bhopal


GENERAL ABSTRACT OF COST

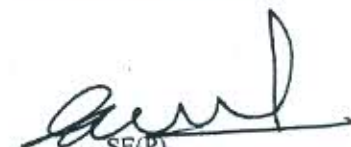
ame of work :- C/o 50 Nos. Type-II Flats for PDPM IIT D&M, Jabalpur (MP)

No.	Description	Amount (Rs.)		Total (Rs.)
		Civil	Electrical	
1	SH-I : Main Building	124,498,371	19,653,088	144,151,459
	Total	124,498,371	19,653,088	144,151,459

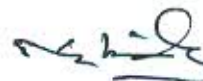
Add for quality Assurance	@	1.00%	1,441,515
			145,592,974
Add for labour Cess	@	1.00%	1,455,930
			147,048,904
Add for Contingencies	@	3.00%	4,411,467
		Total	151,460,371
		Say	151,461,000


AE(P)
CZ, CPWD, Bhopal


EE (P)-I
CZ, CPWD, Bhopal


SE(P)
CZ, CPWD, Bhopal


CE(CZ)
CZ, CPWD, Bhopal 13-1-10



ABSTRACT OF COST

Name of work :- C/o 50 Nos. Type-II Flats for PDPM IIT D&M, Jabalpur (MP)

S.No.	Description	Quantity	Unit	Rate Rs.	Amount in Rs.
SH-1 : MAIN BUILDING					
1.0	CIVIL				
1.1	RCC framed structure Floor height upto 2.90 m	8,197	Sqm	9000.00	73,773,000
1.2	Extra for additional height of floor i.e. 3.28 metre against 2.90 metre	6,965	Sqm	190.00	1,323,350
					<u>75,096,350 'A'</u>
1.3	Extra for resisting earthquake forces	8,197	Sqm	630.00	5,164,110
1.4	Extra for RCC Raft foundation (G.F. only)	1,232	Sqm	3560.00	4,385,920
1.5	Extra for fire fighting system- with wet riser	8,197	Sqm	300.00	2,459,100
1.6	Extra for manual fire alarm system	8,197	Sqm	155.00	1,270,535
1.7	Extra for modular kitchen	50	Each quarter	100000.00	5,000,000 MR
1.8	Extra for vitrified tile flooring and skirting instead of terrazzo tiles. (item No. 11.41.2 - 11.10.1)	5,700	Sqm	713.60	4,067,520
1.9	Extra for sliding aluminium windows instead of CRC windows	50	Each quarter	35000.00	1,750,000 MR
1.10	Extra for boulding automation / Green Building Provisions @ 5% on 'A'	75,096,350	%	5%	3,754,818
					102,948,353
2.0	SERVICES (CIVIL)				
2.1	Internal water supply & sanitary installation on 'A'	75,096,350	%	12%	9,011,562
2.2	External service connection on 'A'	75,096,350	%	3.75%	2,816,113
				Total	114,776,028
	or approved C.I. of Jabalpur 109 (as on 01.07.09) i.e. 9% on all items excluding MR items				<u>9,722,343</u>
				Grand Total	124,498,371


[Handwritten Signature]

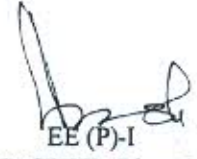
[Handwritten Signature]

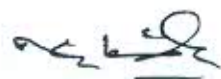
ABSTRACT OF COST

Name of work :- C/o 50 Nos. Type-II Flats for PDPM IIIT D&M, Jabalpur (MP)

S.No.	Description	Quantity	Unit	Rate Rs.	Amount in Rs.
3.0	SERVICES (ELECTRICAL)				
3.1	Internal electric installations	75,096,350	%	12.50%	9,387,044
3.2	External service connection on 'A'	75,096,350	%	1.25%	938,704
3.3	Lightning conductor	75,096,350	%	0.33%	247,818
3.4	Telephone conduits	75,096,350	%	0.50%	375,482
3.5	Centralised intercom system	75,096,350	%	1.00%	750,964
3.6	Computer conduiting	75,096,350	%	0.50%	375,482
3.7	Solar water heater	10,000	litre	LS	2,000,000 MR
3.8	Pasenger lift- 16 passenger (G+5)	2	Each	2060000.00	4,120,000
				Total :	18,195,494
	or approved C.I. of Jabalpur 109 (as on 01.07.09) i.e. 9% on all items excluding MR items				1,457,594
				Grand Total	19,653,088


AE(P)
CZ, CPWD, Bhopal


EE (P-I)
CZ, CPWD, Bhopal



Name of Work: Construction of Narmada Residency II

SUMMARY OF COST

SI no	Description	Amount in Rs.
1	Vetted Cost of Building (A) (including Labour Cess @ 1% & Contingency @ 3%)	15,14,61,000.00
5	Architects Fees @ 5.515% (5% fee + Service tax @10.30%)	83,53,074.00
	Grand Total	15,98,14,074.00

Says Rs 1598 Lacs

ANNEXURE-3

Annexure- B&WC/2010/1/A-3

Name of work : Construction of Narmada Residency III (60 nos staff flats)

Head of Account : Chargeable to Plan Budget.

Preliminary estimate amounting to Rs.2563 Lacs (Rs. Twentyfive crores sixtythree lacs only) including Architects Fees @ 5.515% (5% fees + 10.30% service tax on fees) & 3% Contingencies prepared by M/s Architects Ateliar, Chandigarh to meet the cost of the above mentioned work.

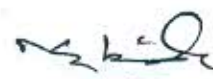
History :

- iv) Based on the initial brief, which was discussed in the Campus Advisory Committee meeting, it was suggested to have create residential facility in such a manner that the footprint is used prudently so that their is scope of future expansion.
- v) The Architect presented their plan-based inputs of the Campus Advisory Committee with residential area having combination of independent duplexes and vertical towers.
- vi) The plan was deliberated and the broad concept residential of having independent houses and towers was agreed upon. Apart from it member made many observations on the general layout, proposed plans of houses, orientation etc. It was concluded that in order to cater to immediate residential requirements two towers may be taken up initially. The Architect plan after making modifications is placed at P-24to P 28

Design & Scope : The design of the proposed building has the following features:

- This tower is a five storied building having stilted parking at ground floor.
- All together it shall have 60 flats.
- Each flat shall have one drawing cum dining room, two bed rooms, one study, two toilets and a kitchen.
- The proposed area of each flat shall be 120.03 sqm.
- Provision for two passenger lift shall be made.
- Provision for site development, internal roads and paths and horticulture operation shall be put up separately.

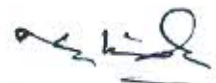
Specification : As per CPWD specifications 2009 Vol I to II

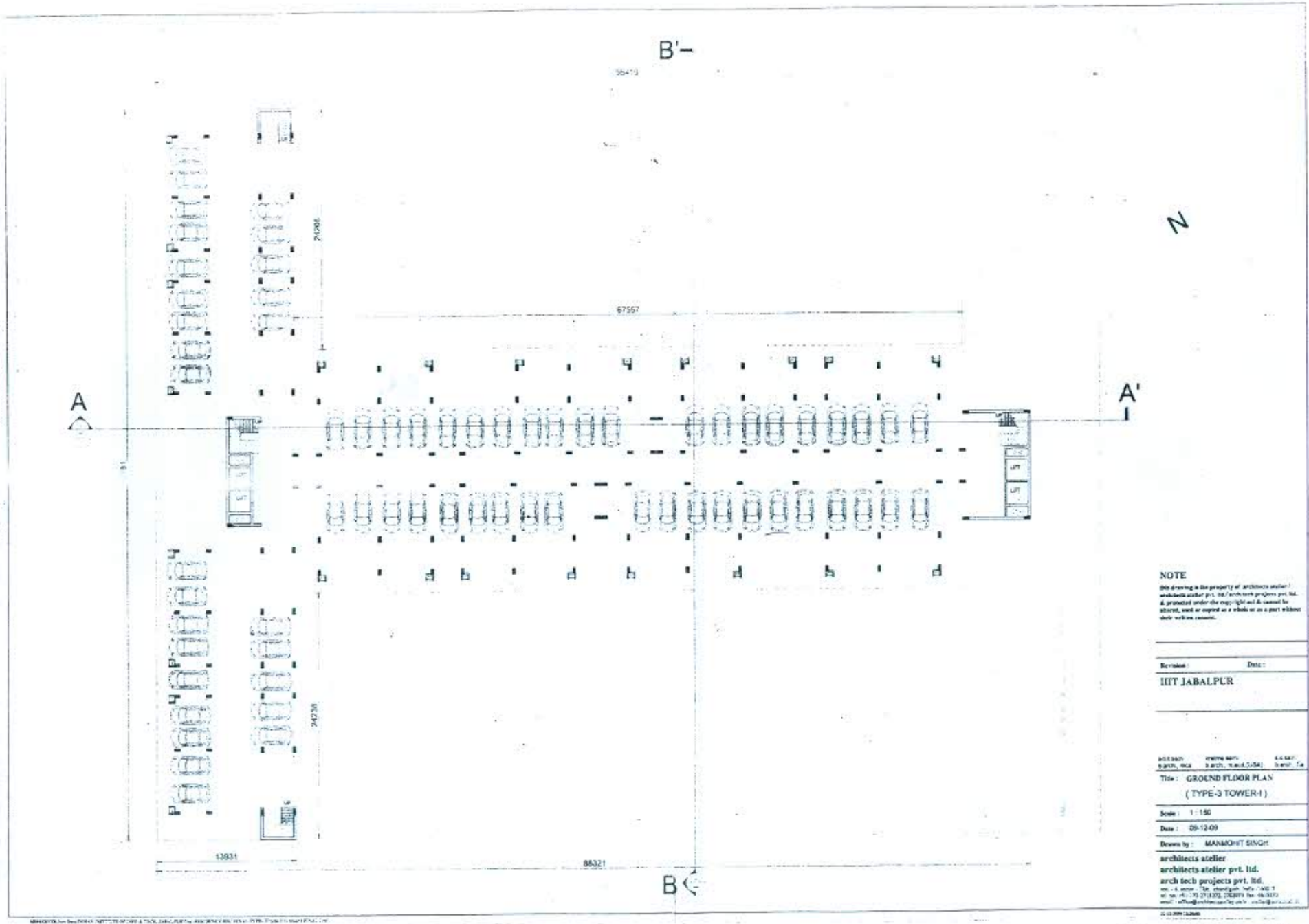


Rates	i) Delhi plinth area rates 2007 alongwith approved cost index of 109 for Jabalpur . ii) Items not available in the DPAR have been analyzed on DSR 2007.
Period of Construction	Total eighteen months.
Mode	CPWD shall manage construction of project..

(V K Dubey)

A.E.





N

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Revision	Date
IIIT JABALPUR	
ADDRESS: 2ND FLOOR, 2ND CROSS, 7th Mile, O.S.R., Bangalore, KA 560075, India P. 080-26020254 F. 080-26020254	
Title : GROUND FLOOR PLAN (TYPE-3 TOWER-1)	
Scale : 1 : 150	
Date : 09-12-09	
Drawn by : MANMOHIT SINGH	
architects atelier architects atelier pvt. ltd. arch tech projects pvt. ltd. 2ND FLOOR - 2ND CROSS - 7th Mile - O.S.R. - Bangalore - KA 560075, India P. 080-26020254 F. 080-26020254 email : atelier@architectsatelier.com atelier@architectsatelier.com	

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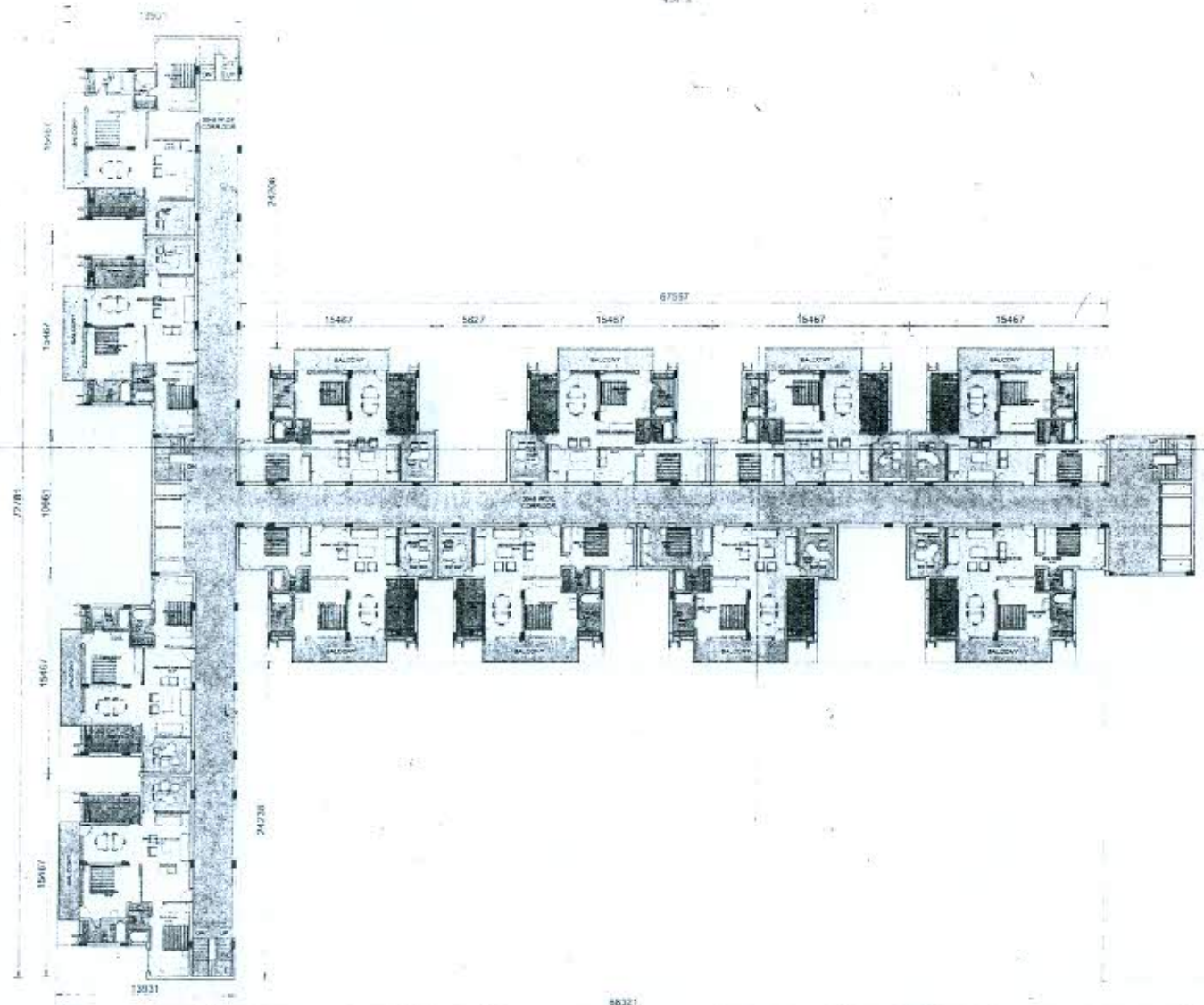
B'-

- Room Legend**
- BED ROOM
 - DRAWING CUM DINING
 - KITCHEN
 - STUDY
 - TOILET

N

A

A'



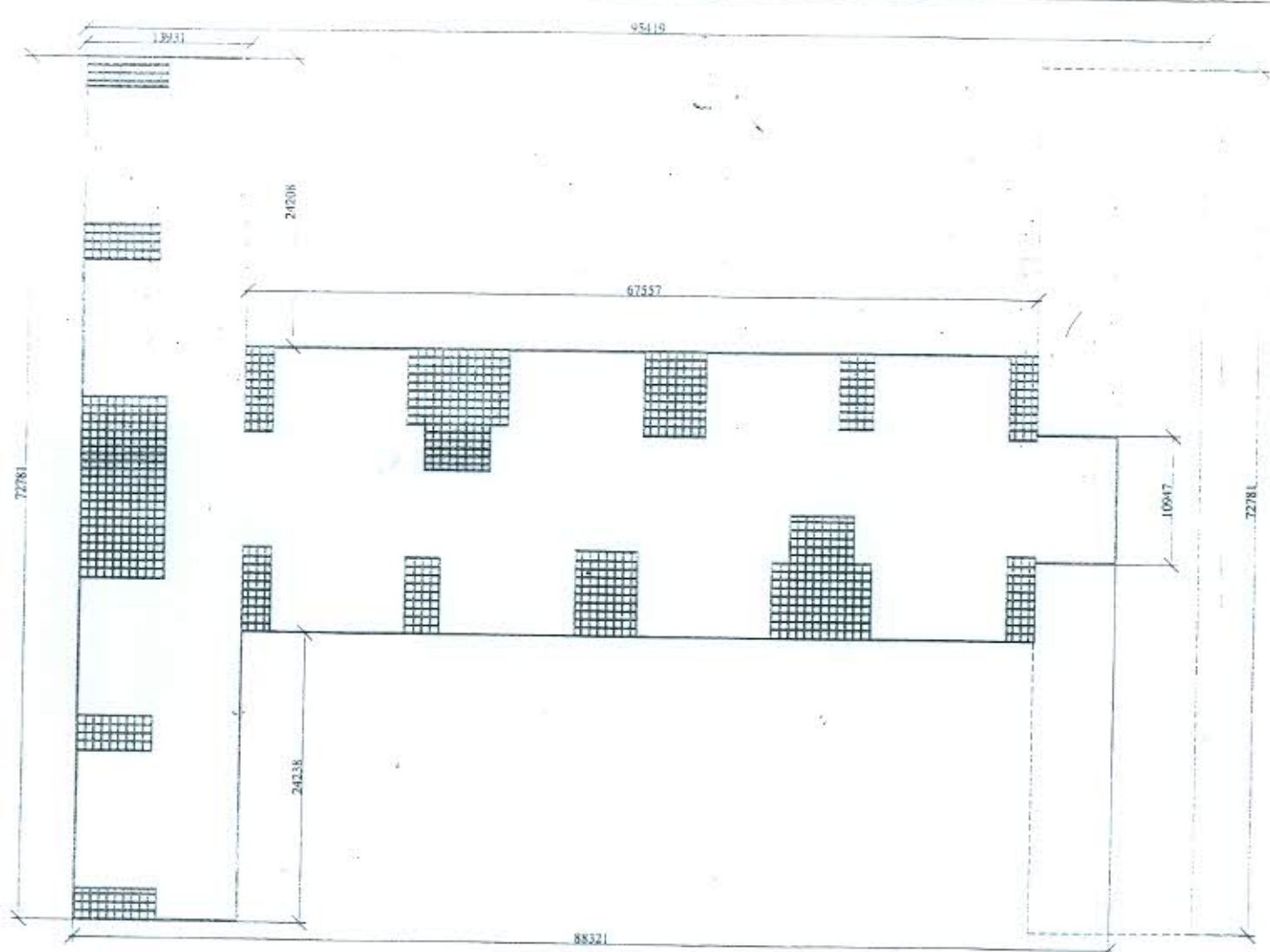
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Revision	Date
JIT JABALPUR	

PREPARED BY	ARCHITECT	SCALE
3.0001.102	2.0001.10.0.1.10.1	1:100
Title: SECOND FLOOR PLAN (TYPE 3 TOWER-1)		
Scale: 1:100		
Date: 12/28/09		
Drawn by: MANMOHAN SINGH		
architects atelier architects atelier pvt. ltd. arch tech projects pvt. ltd. 201-A, SECTOR-17, GATEWAY INDIA, NEW DELHI-110028 (INDIA) email: info@architectsatelier.com / info@archtech.com		

B

25
 25
 25



ROOF PLAN

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No.	Date	Revision
IIIT JABALPUR		
Title RESIDENCE		
ROOF PLAN (TYPE-3/TOWER-1) PHASE-1		
DRG. NO.	DATE	SCALE
Scale	NTS	
Drawn		
Checked	DEC 2009	
architects atelier architects atelier pvt. ltd. architects atelier & associates 800-6-100-130 120/120/120/120/120/120 120/120/120/120/120/120		

GOVERNMENT OF INDIA
OFFICE OF THE CHIEF ENGINEER
CENTRAL ZONE, CENTRAL P.W.D.,
BHOPAL.

PRELIMINARY ESTIMATE

NAME OF WORK :- C/o 60 Nos. Type-III Flats for PDPM IIT D&M,
Jabalpur (MP)

AMOUNT:- Rs. 24,48,85,000.00 including contingencies

P.E. No.:- 63 / CE(CZ) / 2009- 2010

केन्द्रीय लोक निर्माण विभाग

CPWD

GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT

State : MP.

Division : BCD-II, Bhopal

Branch :- B&R

Preliminary Estimate No. 63 /CE(CZ)/2009-10

Name of Work :- C/o 60 Nos. Type-III Flats for PDPM IIIT D&M, Jabalpur (MP)

Fund :-

Major Head	Minor Head	Detailed Head
	Deposit work	

This Preliminary Estimate framed by Er. J.P. Sharma, Executive Engineer(P)I, C.Z., CPWD, Bhopal, of the probable cost of Rs. 24,48,85,000/- (Rupees twenty four crore forty eight lac eighty five thousand only) including 3% contingencies.

REPORT

History :- This preliminary estimate amounting to Rs. 24,48,85,000/- including 3% contingencies has been framed to meet the probable cost of the above work and for accord of Administrative Approval & Expenditure Sanction from the competent authority.

The requisition for the work has been received from Director, PDPM IIIT D&M, Jabalpur (MP) vide letter No. IIITMJ/B&W/SQ/10/01/01 dated 31.12.2009, received in Central Zone office vide no. 86-E dated 08.01.2010.

Design & Scope :- The preliminary estimate has been framed based on the following architectural drawings, received from Director, PDPM IIIT D&M, Jabalpur (MP) and developed by Architects atelier and Associates, Chandigarh on behalf of PDPM IIIT D&M, Jabalpur (MP).

:-

Sl. No.	Drg. No.	Description
1.	L-01	Layout Plan
2.	(T-III) A (T-III) 01	Ground Floor Plan
3.	(T-III) A (T-III) 02	First / Typical floor plan
4.	(T-III) A (T-III) 03	Elevations
5.	(T-III) A (T-III) 04	Sections
6.	(T-III) A (T-III) 05	Roof plan
7.	(T-III) AE (T-III) 01	Enlarged single unit plan

The estimate provides for construction of 60 Nos. Type-III multi storied flats in G+5 construction with stilt parking on ground floor. The buildings shall be RCC framed structure with raft foundation. Load bearing capacity of soil formation is assumed at 10T/m², yet to be determined.

The estimate for Type- III flats has been framed keeping in view the provision of specification and construction material shown in the drawings. Conformity of drawings with the entitlement of incumbent occupants and Government of India Rules shall however be ensured by

PDPM IIIT D&M, Jabalpur (MP). Because, the drawings do not conform to the plinth area norms of Ministry of Urban Affairs with respect to covered area as well as specifications.

Proposed specifications to be followed in construction and as intimated by Director of Institute are attached as Annexure "A".

This estimate does not include following provisions as desired by Director, PDPM IIIT D&M, Jabalpur, as separate estimate is understood to be sanctioned.

1. Provision of rain water harvesting
2. Metalled road,
3. street lighting
4. Compound wall and fencing.
5. External water supply system
6. Sewerage system
7. Drainage system
8. Electric supply grid
9. Levelling of site.

The architectural and structural drawings shall be prepared by the consultant appointed by PDPM IIIT D&M, Jabalpur and approved by Director, PDPM IIIT D&M, and Jabalpur after due proof checking. CPWD shall manage construction of project.

The cost projected in this estimate is liable to revision due to probable escalation in cost of construction apart from other reasons such as change in scope, area, design, specification etc, if, and as desired by the client department at a later date.

SPECIFICATION : The work shall be carried out as per CPWD specification 2009 Vol-I to II.

RATE : As per PAR 2007 with upto date correction slips duly enhanced by approved cost index of 109 for Jabalpur as on 01.07.09.

COST : Rs. 24,48,85,000/- including 3% Contingencies but excluding consultancy fee.

W.C. Estt. : Shall be met out of contingencies, if required.

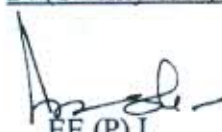
LAND : Available with client.


T & P : No special T&P will be required.

METHOD : By contract after call of tenders. .

TIME : After receipt of A/A & E/S
(i) Planning 6 (Six) Months
(ii) Execution 18 (Twelve) Months.
24 (Twenty four) Months


AE (P)
CZ, CPWD, Bhopal


EE (P) I
CZ, CPWD, Bhopal

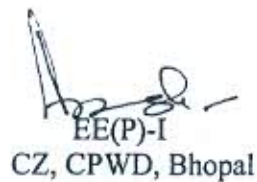

SE (P)
CZ, CPWD, Bhopal

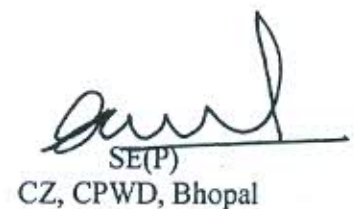
BRIEF DESCRIPTION OF SPECIFICATION

Name of Work :- C/o 60 Nos. Type-III Flats for PDPM IIIT D&M, Jabalpur (MP)

Sr. No.	Item	Specification
1.	Foundation	RCC isolated/combined footings for Columns. All three columns – Bearing capacity of soil 10 T / Sqm at 1.2 m below ground level.
2.	Superstructure	RCC framed structure, with bricks infill walls.
3.	<u>Shutters</u>	Sliding aluminium window
	a) Window	
	b) Door	Flush door with wooden chowkhat.
	c) W.C. Bath room	Solid PVC shutters.
4.	Fittings	Powder coated aluminium fittings.
5.	Flooring	Vitrified tile flooring.
	a) In rooms	
	b) Common circulation area / Staircase	Kota stone flooring and matching skirting.
	c) Toilets	Ceramic tiles flooring and ceramic tiles upto ceiling height.
6..	Finishing	Acrylic smooth exterior paint.
	a) External	
	b) Internal	All walls & ceilings to be treated with 2 mm thick POP putty followed by a coat of plastic emulsion paint except kitchen, bath, WC and ceilings, which will be white washed Synthetic enamel paint on all wood work and steel work.
7.	Roofing	Integral cement based water proofing treatment over terrace slab.
8.	Kitchen Sink	Stainless steel kitchen sink with drain board.
9.	Other s	Modular Kitchen, Solar Water Heater.


AE(P)
CZ, CPWD, Bhopal


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CZ, CPWD, Bhopal


SE(P)
CZ, CPWD, Bhopal

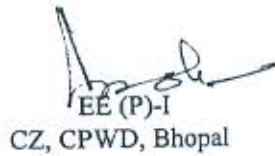
GENERAL ABSTRACT OF COST

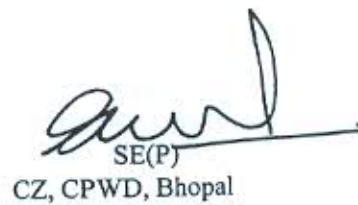
Name of work :- C/o 60 Nos. Type-III Flats for PDPM IIT D&M, Jabalpur (MP)

S.No.	Description	Amount (Rs.)		Total (Rs.)
		Civil	Electrical	
1	SH-I : Main Building	200,473,482	32,593,657	233,067,139
	Total	200,473,482	32,593,657	233,067,139


Add for quality Assurance	@	1.00%	2,330,671
			235,397,810
Add for labour Cess	@	1.00%	2,353,978
			237,751,788
Add for Contingencies	@	3.00%	7,132,554
		Total	244,884,342
		Say	244,885,000


AE(P)
CZ, CPWD, Bhopal


EE (P-I)
CZ, CPWD, Bhopal


SE(P)
CZ, CPWD, Bhopal


CE(CZ) *13.1.10*
CZ, CPWD, Bhopal



ABSTRACT OF COST

name of work :- C/o 60 Nos. Type-III Flats for PDPM IIIT D&M, Jabalpur (MP)

No.	Description	Quantity	Unit	Rate Rs.	Amount in Rs.
H-I : MAIN BUILDING					
1.0	CIVIL				
1.1	RCC framed structure Floor height upto 2.90 m	13,212	Sqm	9000.00	118,908,000
1.2	Extra for additional height of floor i.e. 3.28 metre against 2.90 metre	11,135	Sqm	190.00	2,115,650
					<u>121,023,650 "A"</u>
1.3	Extra for resisting earthquake forces	13,212	Sqm	630.00	8,323,560
1.4	Extra for RCC Raft foundation (G.F. only)	2,077	Sqm	3560.00	7,394,120
1.5	Extra for fire fighting system- with wet riser	13,212	Sqm	300.00	3,963,600
1.6	Extra for manual fire alarm system	13,212	Sqm	155.00	2,047,860
1.7	Extra for modular kitchen	60	Each quarter	125000.00	7,500,000 MR
1.8	Extra for vitrified tile flooring and skirting instead of terrazo tiles	9,000	Sqm	713.60	6,422,400
1.9	Extra for sliding aluminium windows instead of CRC windows	60	Each quarter	50000.00	3,000,000 MR
1.10	Extra for boulding automation / Green Building Provisions @ 5% on 'A'	121,023,650	%	5%	6,051,183
					<u>165,726,373</u>
2.0	SERVICES (CIVIL)				
2.1	Internal water supply & sanitary installation	121,023,650	%	12%	14,522,838
2.2	External service connection on 'A'	121,023,650	%	3.75%	4,538,387
				Total	<u>184,787,598</u>
	Add extra for approved C.I. of Jabalpur 109 (as on 01.07.09) i.e. 9% on all items except MR items				15,685,884
				Grand Total	<u><u>200,473,482</u></u>

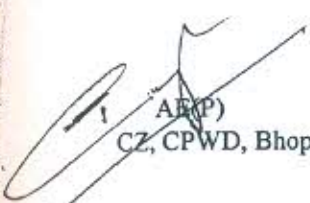
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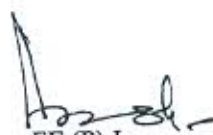
32
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ABSTRACT OF COST

ame of work :- C/o 60 Nos. Type-III Flats for PDPM IIT D&M, Jabalpur (MP)

No.	Description	Quantity	Unit	Rate Rs.	Amount in Rs.
3.0	SERVICES (ELECTRICAL)				
3.1	Internal electric installations	121,023,650	%	12.50%	15,127,956
3.2	External service connection on 'A'	121,023,650	%	1.25%	1,512,796
3.3	Lightning conductor	121,023,650	%	0.33%	399,378
3.4	Telephone conduits	121,023,650	%	0.50%	605,118
3.5	Centralised intercom system	121,023,650	%	1.00%	1,210,237
3.6	Computer conduiting	121,023,650	%	0.50%	605,118
3.7	Solar water heater @ 200/-/lit	12,000	Litre	LS	2,400,000 MR
3.8	Pasenger lift- 16 passenger (G+5)	4	Each	2060000.00	8,240,000
				Total :	30,100,603
	Add extra for approved C.I. of Jabalpur 109 (as on 01.07.09) i.e. 9% on all items except MR items				2,493,054
				Grand Total	32,593,657


AE(P)
CZ, CPWD, Bhopal


EE (P)-I
CZ, CPWD, Bhopal

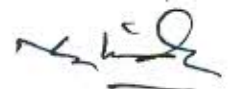


Name of Work: Construction of Narmada Residency III

SUMMARY OF COST

SI no	Description	Amount in Rs.
1	Vetted Cost of Building (A) (including Labour Cess @ 1% & Contingency @ 3 %)	24,28,85,000.00
5	Architects Fees @ 5.515% (5% fee + Service tax @10.30%)	1,33,95,108.00
	Grand Total	25,62,80,108.00

Says Rs 2562 Lacs



ANNEXURE-4

Project : Construction of Indian Institute of Information & Technology, Jabalpur
 Subject : Road Network in Academic Area(Phase 1)
Abstract of Cost

SUB-HEAD	DESCRIPTION OF SUB-HEAD	AMOUNT (RS.)
SUB-HEAD-A	CIVIL WORK	9147478.0
TOTAL		9147478.0
	ADD 9% Cost enhancement approved for Jabalpur on DSR Items	823273.020
	TOTAL(A)	9970751.000
	ADD Labour Cess @ 1% on (A)	99707.510
	ADD Contingencies @ 3% on (A)	299122.530
	TOTAL(B)	10369581.040
	ADD Architects fees @ 5.515% on (B)	571882.394
	GRAND TOTAL	10941463.434
		Says 10941463
Amount in Figure: Rupees One crore nine lacs forty one thousand four hundred sixty three only.		

DETAILED ESTIMATE FOR ROAD IIT JABALPUR

ABSTRACT OF COST - CIVIL WORK (WITH PREMIX COATING)

S. No.	DSR No.	Description	Unit	Quantity	Rate	Amount
1	2	3	4	5	6.00	7
1	2.7	EARTH IN EXCAVATION IN ROCKY AREA	CUM	6718.4	103.40	694683
2	NS	EARTH FILLING IN ROAD AREA	Cum	521.60	301.50	157262
3	16.1	PREPARATION OF SUB GRADE	SQM	8920.00	33.90	302388
4	16.2	EXTRA FOR COMPACTION	CUM	1848.00	4.50	8316
5	16.3.1	SUPPLY AND STACKING AT SITE 90 MM TO 45 MM STONE AGGREGATE	Cum	1708.00	742.30	1267848
6	16.3.2	63 MM TO 45 MM	CUM	1708.00	768.45	1312513
7	16.4	LAYING SPREADING AND COMPACTING STONE AGGREGATE	CUM	3624.00	192.55	
8	16.6	SUPPLY STACKING AND SPREADING 6 MM THICK RED BAJRI	SQM	7800.00	6.70	52260
9	16.30	PREMIX COATING	SQM	8340.00	29.30	244362
10	16.40	SEAL COATING	SQM	7800.00	36.85	287430
11	16.63	KERB CHANNELS	RMT	3120.00	198.80	620256
12	NS	PAVEMENT TILES	SQM	3120.00	250.00	780000
13	NS	SAND FILLING UNDER PAVEMENT	CUM	468.00	800.00	374400
14	4.1.8	PCC 1:4:8 IN FOUNDATION	CUM	90.00	2449.00	220410
15	5.1.2	RCC IN FOUNDATION	CUM	162.00	3732.00	604584
16	5.2.2	RCC IN RETAINING WALLS	CUM	47.70	4092.35	195205
17	5.3	RCC IN SLABS	CUM	108.00	3673.85	396776
18	5.22.3	STEEL REINFORCEMENT	KGS.	34947.00	42.70	1492237
19	5.9.1	CENTRING IN FOUNDATION	SQM	62.10	119.25	7405
20	5.9.2	CENTRING SHUTTERING IN WALLS	SQM	342.00	180.40	61697
21	5.9.3	CENTRING SHUTTERING IN SLAB	SQM	360.00	187.35	67446
		TOTAL COST				9147478

36
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IIT JABALPUR

ANNEXURE-5

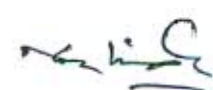
IIT, JABALPUR

Project : Construction of Indian Institute of Information & Technology, Jabalpur
 Name of Work : External Eletrification and lighting
Abstract of Cost

SUB-HEAD	DESCRIPTION OF SUB-HEAD	AMOUNT (RS.)
SUB-HEAD-A	MV PANEL	200000.0
SUB-HEAD-B	POLES AND LUMINAIRES	4753048.0
SUB-HEAD-C	CABLING	6140434.0
SUB-HEAD-D	EARTHING	171130.0
SUB-HEAD-E	CIVIL WORK	2154637.5
	TOTAL	13419249.5
SUB-HEAD-F	ADD 9% Cost enhancement approved for Jabalpur on DSR Items	432351.855
	TOTAL(A)	13851601.355
	ADD Labour Cess @ 1% on (A)	138516.014
	ADD Contingencies @ 3% on (A)	415548.041
	TOTAL(B)	14405665.409
	ADD Architects fees @ 5.515% on (B)	794472.447
	GRAND TOTAL	15200137.857
		Says Rs 152 Lacs
Amount in Figure: Rupees One crore fifty two lacs only.		

Project : Construction of Indian Institute of Information & Technology, Jabalpur
 Name of work : External Electrification and Lighting
Bill of Quantities

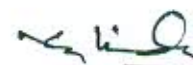
S.No.	DSR/ Non DSR	Description of item	Unit	Qty.	Rate	Amount
	SUB-HEAD-A	MV PANEL				
	MR	<p>Design, fabrication, loading, unloading at store, supply, installation, testing and commissioning of EXTERNAL LIGHTING PANEL fabricated out of 2mm thick for structural members (Load bearing members) and 1.6mm thick for door and covers (Non load bearing members) CRCA sheet in cubicle compartmentalize free standing floor mounted, dust and vermin proof with reinforcement of suitable size angle iron, channel 'T' irons and / or flats wherever necessary, 16 gauge CRCA sheet steel shall be used for final distribution panels. Cable gland plates shall be provided on top as well as at the bottom of the panels. Panels shall be treated with all anticorrosive process before painting as per specifications with 2 coats of zinc chromate primer and final approved shade of enamelled paint. 2 Nos. earthing terminals shall be provided for all distribution panels. Panels shall be suitable for 415V, 3-phase, 4-wire, 50Hz supply system and with 15% spare space, lifting hooks shall also be provided in case of large panels.</p> <p>Approval shall be taken for panel before fabrication. Galvanized hardwares with zinc passivation shall be used in fabrication of panels.</p> <p>General Note:</p> <p>The rates apart from the Breakers and instruments shall also include the following :</p> <ol style="list-style-type: none"> 1 Supporting rigid steel framework. 2 Cubicle type, 14 gauge CRCA sheet steel enclosed. 3 Complete with interconnections and distribution bus bars. 4 Proper bonding to earth. 5 Painting/lettering on Breakers and distribution boards, the location they serve, providing on each panel its circuit diagram. 6 Providing cable clamps / supports within distribution boards cable alley. 7 TPN MCCB's shall mean 3 pole with adequate size of neutral link. 8 The breaking capacity of MCCB's are mentioned panel wise. All MCCB's shall be with thermal magnetic/microprocessor releases as per specifications. 9 Panels shall be Powder Coated with Siemens gray paint shade no.RAL-7032 of IS-5. 				



S.No.	DSR/ Non DSR	Description of item	Unit	Qty.	Rate	Amount
10		Degree of protection for following type of distribution panel enclosure shall be as per IS:13947-1993. a) IP 43 for indoor panels				
11		All MCCB's shall be provided with operating mechanism for door interlock.				
12		Current density of aluminium shall be 1.25 sq mm for 1.0 amps for rated current of bus bars and current density of copper shall be 1 sq.mm for 1.25 amps for rated current of bus bars.				
13		Tinned copper / GI earth bus shall be provided through out the length of each board as per schematic diagram.				
14		All measuring instruments (Meters) shall be of digital electronic (LED Type) of approved make.				
15		All hinged door shall be earthed through 2.5 sq mm tinned braided copper wire.				
16		<p>Panels shall have provision of the following:</p> <p>a) Pad locking of Switch board doors.</p> <p>b) Pad locking of MCCB's handles in "OFF" Position.</p> <p>Incoming (1 No.):</p> <p>250 Amp TP+N MCCB, 25kA Three nos. Single phase contactor (for automation) of suitable rating (coil of contactor shall be 240 Volt)</p> <p>Metering & Indication:</p> <p>(0-500) volts digital voltmeter with built in selector switch protected by 2A control MCB's</p> <p>(0-250A) Digital ammeter with built in Selector Switch and suitable ratio, CI-1, 10VA CT's</p> <p>Set of Phase indicating lamps. Each backed up with 2 Amps Control MCB.</p> <p>Bus Bars:</p> <p>350A, TPN aluminium, colour coded bus bars suitable for 415V, 50Hz. (after deration)</p> <p>Outgoings</p> <p>ON/OFF indicating lamps with 2A Control MCB shall be provided on each outgoing.</p> <p>Fifteen (15) Nos. 25A TPN MCB (10KA) with TP contactor of suitable rating (coil of contactor shall be 240 Volt)</p>	Set	1	200000.0	200000.0
Total of Sub-head C/F to Summary						200000.0

S.No.	DSR/ Non DSR	Description of item	Unit	Qty.	Rate	Amount
SUB-HEAD-B		POLES AND LUMINAIRES				
1.0	MR	Fabricating & supplying of 10 metre. long swagged steel tubular pole conforming to IS 2713-1980 (Part I to III) designation 410 SP - 40 having 3 steps bottom portion shall be 5.2 metre long having outer dia 139.7mm of thickness 4.5 mm, middle portion shall be 2.4 metre long having outer dia 114.3 mm with thickness of pipe 4.50 mm and top portion shall be 2.4 metre long having outer dia 88.9 mm with thickness of pipe 3.25mm including providing and fixing M.S. base plate 300mm x 300mm x 6mm including drilling holes for earthing and wire entry etc. as required. The pole shall be coated with black bitumenous paint throughout internally & externally upto the level which goes inside the earth and the remaining position shall be painted with one coat of zinc chromate etc. including two coats of painting with the approved colour complete as required.(1 metre tubular arm for mounting light fixture shall be part of this item)	Nos.	158	11000.0	1738000.0
2.0	MR	Fabricating & supplying of 7.0 metre. long swagged steel tubular pole conforming to IS 2713-1980 (Part I to III) designation 410 SP-2 having 3 steps bottom portion shall be 4 metre long having outer dia 114.3 mm of thickness 4.50mm, middle portion shall be 1.50 metre long having outer dia 88.9 mm with thickness of pipe 4.05 mm and top portion shall be 1.50 metre long having outer dia 76.1mm with thickness of pipe 3.25mm including providing and fixing M.S. base plate 300mm x 300mm x 6mm including drilling holes for earthing and wire entry etc. as required. The pole shall be coated with black bitumenous paint throughout internally & externally upto the level which goes inside the earth and the remaining position shall be painted with one coat of zinc chromate etc. including two coats of painting with the approved colour complete as required.(1 metre tubular arm for mounting light fixture shall be part of this item)	Nos.	77	7500.0	577500.0
3.0	DSR 2007-(ERMSCC8 H)	Erection of metallic street light standard pole of length exceeding 6.5 metres but not exceeding 8 metres in cement concrete 1:3:6 (1 cement : 3 coarse sand: 6 graded stone aggregate 40 mm nominal size) foundation with cement concrete collar of size 0.4m dia x 0.5 m height to accommodate the looping type cable end box including excavation and re-filling etc as required.	Each	158	1229.0	194182.0
4.0	DSR 2007-(ERSPCC1 0)	Erection of steel tubular or steel rail pole of length exceeding 8 metres but not exceeding 10 metres in cement concrete 1:3:6(1 cement: 3 coarse sand: 6 graded stone aggregate) 40mm(nominal size) foundation including excavation & filling etc. complete as required.	Each	77	1343.0	103411.0

S.No.	DSR/ Non DSR	Description of item	Unit	Qty.	Rate	Amount
5.0	MR	Supplying & fixing dust and weather proof gasketted 250mm x 200mm x 100mm (deep) nominal size MS sheet steel cable looping box on the existing MS pole with MS clamp made out of 25mm x 3mm thick flat iron with suitable nuts & bolts complete with hinged cover and locking screws and washers earth studs including supplying and fixing 1No. 25A DP MCB (10KA) and 4 way terminal block suitable for receiving 4 Core, 16/25/35/50Sq.mm PVC cables, fixed on suitable size of bakelite sheet base complete with interconnections, painting etc.	Each	235	1000.0	235000.0
6.0	DSR-2007 External (POLPIP50)	Supply & fixing of GI pipe of 50mm dia (nominal) 3 metres length along the pole for protection of underground cable as required.	Each	235	603.0	141705.0
7.0	DR DSR-2007 External (POLPIP50)	Supply and drawing 3 x 2.5 Sq.mm FR PVC insulated copper conductor single core cable in the existing pole from cable looping box upto light fixture.	Metre	3500	40.0	140000.0
8.0	MR	Supply & fixing of 1 x 150 watt decorative street light fixture with housing made of diecast aluminium, POT optics reflector and heat resistant toughened glass cover fitted with seal safe optical compartment IP-65 suitable for post top mounting complete (Mounted on 10 metre pole) with 150 watt CDM-TT lamp, lamp holder, controlgear etc. of Philips Cat Ref. CRP 330/150 W or approved equivalent.	Each	158	8300.0	1311400.0
9.0	MR	Supply & fixing of 1 x 70 watt decorative street light fixture with housing made of diecast aluminium, POT optics reflector and heat resistant toughened glass cover fitted with seal safe optical compartment IP-65 suitable for post top mounting complete (Mounted on 7 metre pole) with 70 watt CDM-TT lamp, lamp holder, controlgear etc. of Philips Cat Ref. CRP 320/150 W or approved equivalent.	Each	77	4050.0	311850.0
Total of Sub-head C/F to Summary						4753048.0

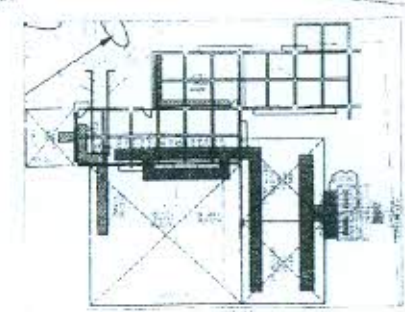
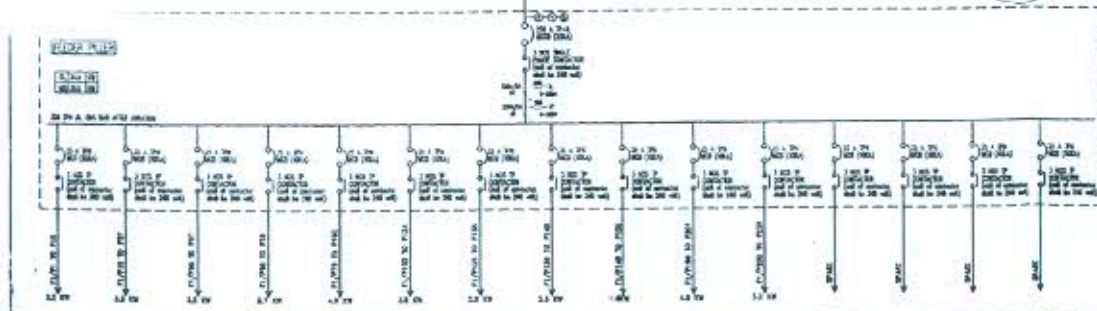
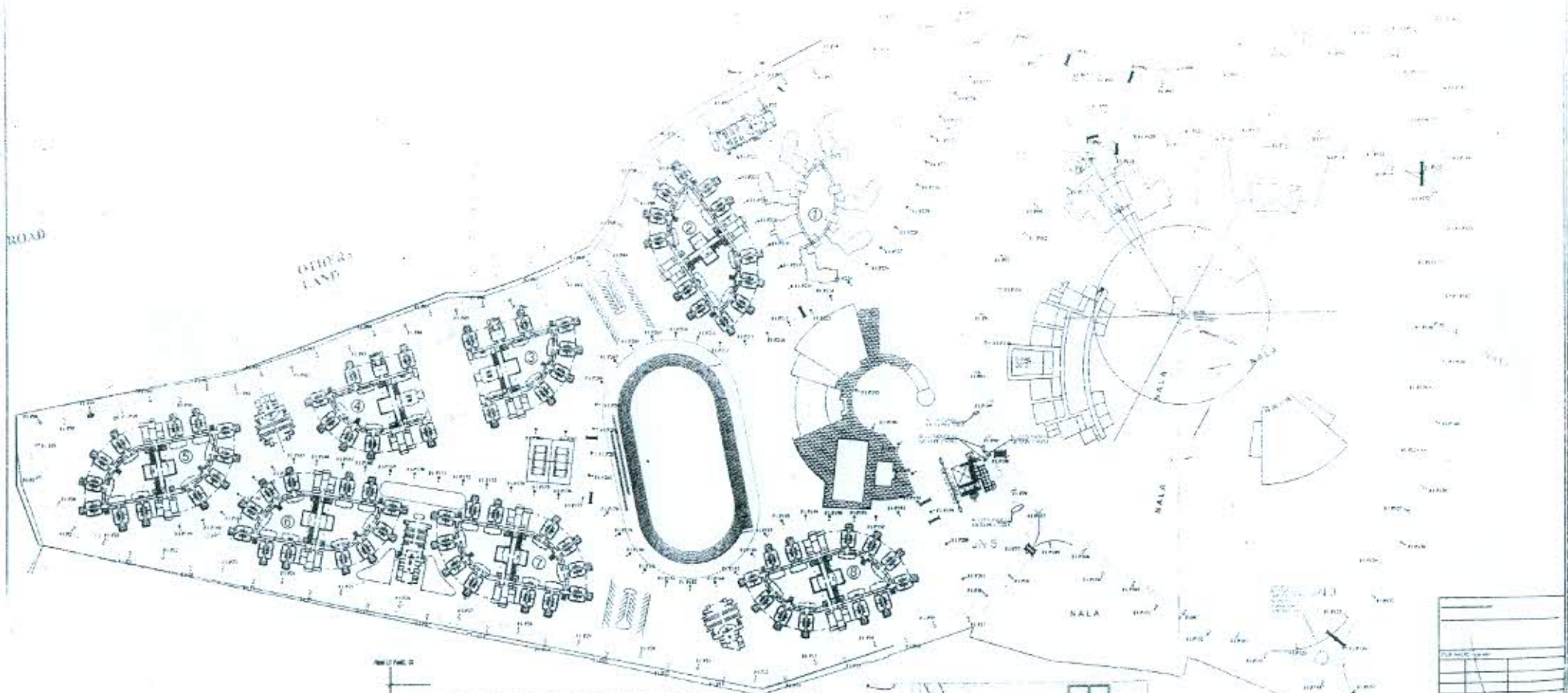


S.No.	DSR/ Non DSR	Description of item	Unit	Qty.	Rate	Amount
SUB-HEAD-C		CABLING				
1.0	MR	Supply of following sizes of XLPE insulated PVC sheathed, Aluminium conductor armoured power cable of 1.1 KV grade conforming to IS 7098 amended upto date.				
a)		3.5C x 95 sq.mm	Metre	30	470.0	14100.0
b)		3.5C x 50 sq.mm	Metre	2160	289.0	624240.0
c)		3.5C x 35 sq.mm	Metre	12600	220.0	2772000.0
d)		4C x 25 sq.mm	Metre	4480	175.0	784000.0
e)		4C x 16 sq.mm	Metre	350	135.0	47250.0
3.0	DSR External 4.1 (MVET)	Supplying and making end termination with brass compression gland and aluminium lugs for following size of PVC insulated PVC sheathed/XLPE aluminium conductor cable of 1.1 kV grade as required.				
a)		3.5C x 95 sq.mm	Set	2	197.0	394.0
b)		3.5C x 50 sq.mm	Set	8	146.0	1168.0
c)		3.5C x 35 sq.mm	Set	410	137.0	56170.0
d)		4C x 25 sq.mm	Set	90	137.0	12330.0
e)		4C x 16 sq.mm	Set	2	196.0	392.0
3.1	DSR External 1.8 (MVCBPIP 400)	MV cable laying upto 400 sq.mm in Pipe :Laying of one number PVC insulated and PVC sheathed / XLPE power cable of 1.1 kV grade of size exceeding 25 sq.mm but not exceeding 400 sq .mm in the existing RCC/HUME/STONEWARE/METAL pipe as required.	Metre	200	21.0	4200.0
3.2	DSR External 1.1 (MVCBGR2 5)	MV cable laying upto 25 sq.mm in ground :Laying of one number PVC insulated and PVC sheathed / XLPE power cable of 1.1 kV grade of size not exceeding 25 sq .mm direct in ground including excavation, sand cushioning, protective covering and refilling the trench etc. as required.	Metre	4830	85.0	410550.0
3.3	DSR External 1.2 (MVCBGR2 5)	MV cable laying upto 120 sq.mm in ground :Laying of one number PVC insulated and PVC sheathed / XLPE power cable of 1.1 kV grade of size exceeding 25 sq .mm but not exceeding 120 sq.mm direct in ground including excavation, sand cushioning, protective covering and refilling the trench etc. as required.	Metre	14790	91.0	1345890.0
7.0	DSR 2007 Subhead- 19 Drainage	Hume Pipes: Providing and laying non-pressure NP-2 Class (light duty) RCC pipe with collars jointed with stiff mixture of cement mortar in the proportion of 1:2 (1 Cement : 2 Find Sand) including testing of joints etc. complete.				
	19.6.4	300mm dia. R.C.C. pipe	Metre	200	338.8	67750.0
Total of Sub-head C/F to Summary						6140434.0

S.No.	DSR/ Non DSR	Description of item	Unit	Qty.	Rate	Amount
SUB-HEAD-D		EARTHING				
		Supply, installation, testing and commissioning of the following				
1.0	DSR Internal 2007 3.2 (EARPIPC HAR)	G.I. earth pipe electrode with Salt/charcoal : Earthing with G.I. earth pipe 4.5 mtr long , 40 mm dia including accessories and providing masonry enclosure with cover plate having locking arrangement and watering pipe etc with charcoal or coke and salt complete as required.	Set	30	1971.0	59130.0
2.0	DSR Internal 2007 3.10 (EAR6GGI WR)	S/F 6 SWG G.I. wire in Ground : Supplying and laying 6 SWG G.I. wire at 0.50 metre below ground level for conductor earth electrode, including soldering etc .as required.	Metre	7000	16.0	112000.0
Total of Sub-head C/F to Summary						171130.0



S.No.	DSR/ Non DSR	Description of item	Unit	Qty.	Rate	Amount
SUB-HEAD-E						
CIVIL WORK						
1.0	DSR No. 2.7	Earth work in excavation by mechanical means (Hydraulic excavator) /manual means over areas (exceeding 30 cm depth ,1.5 in width as well 10 sqm on plan) including disposal of excavated earth , lead up to 50 m and lift up to 1.5 m , disposed earth to be levelled and neatly dressed .				
2.0	DSR No. 2.7.1	Ordinary rock	CUM	5000	152.6	763000.0
3.0	DSR No. 2.7.2	Hard rock (blasting prohibited)	CUM	3750	325.3	1219687.5
4.0	DSR 2.8	Earth work in excavation by mechanical means (Hydraulic excavator) /manual means in foundation trenches or drains (not exceeding ,1.5 in width as well 10 sqm on plan) including dressing of sides and ramming of bottoms , lift up to 1.5 m ,including getting out the excavated soil and disposal of surplus excavated soil as directed , within a lead of 50 m				
	DSR 2.8.1	All kinds of soil	CUM	1000	103.4	103400.0
	DSR 2.25	Filling available excavated earth (excluding rock) in trenches,plinth,sides of foundations etc.in layers not exceeding 20 cm in depth consolidation each deposited layer by ramming and watering , lead up to 150 m and lift up to 1.5m.	CUM	1500	45.7	68550.0
Total of Sub-head C/F to Summary						2154637.5



LEGEND

•	CONCRETE PAVEMENT
○	GRASS
□	ROAD
▣	WATER
▤	CONCRETE
▥	GRAVEL
▦	ASPHALT
▧	BRICK
▨	STONE
▩	WOOD
▪	GLASS
▫	PLASTER
▬	PAINT
▭	ROOFING
▮	LANDSCAPING
▯	UTILITIES
▰	OTHERS

INDIAN INSTITUTE OF SPACE SCIENCE & TECHNOLOGY JABALPUR	
SITE PLAN EXTERNAL LIGHTING	
DATE	
SCALE	
PROJECT NO.	
DESIGNED BY	
CHECKED BY	
APPROVED BY	
DATE	

ANNEXURE-6

Sub- Revised estimate for power supply to 1500 KVA new HT connection on 33 KV to M/s P.D.P.M. Indian Institute of Information Technology Design & Manufacturing, Jabalpur at Village Mehgawan beside Dumna Air Port Road, Jabalpur (O&M) Dn. Jabalpur.

An estimate for said work has been sanctioned vide no. 45-000-4452-08-0018 dt. 17.07.08 amounting to Rs. 6635484=00 having provision of a separate 33 KV feeder over a route length of 2.5 KM and addl. 33 KV Bay and double circuite on existing 33 KV line Gora Bazar to Sita Pahad S/s and a span of about 50 mtrs. with AB cable.

2. The Military Authority have also not permitted to erect 33 KV line in their protected area and therefore route of 33 KV line is to be changed. Hence, the above estimate is required to be revised.

3. In view of above revised estimate for aforesaid work is prepared by EE(O&M) Dn. Jabalpur for Rs. 13114268=00. The same is placed on file.

4. It is requested to accord technical sanction to estimate for new HT connection of 1500 KVA on 33 KV to M/s P.D.P.M. Indian Institute of Information Technology Design & Manufacturing at village Mehgawan, Jabalpur.

RECEIVED	
Dis S.E. (O&M) JC	
SR. No. 439	
Date 23 JAN 2010	
Sec.....	

ED(JR) JBP

SE(O&M) JBP

FC/2010/01/ANNEXURE- III

Annual Budget

PANDIT DWARKA PRASAD MISHRA
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING, JABALPUR

ANNUAL BUDGET

PROPOSAL FOR APPROVAL OF FINANCE
COMMITTEE
&
BOARD OF GOVERNORS

REVISED BUDGET ESTIMATES 2009-10
BUDGET ESTIMATES 2010-11

BUDGET SUMMARY

Information as desired under Para 3 of MHRD, GOI Letter No. G.23017/14/2009-IF.I is furnished below :-

- (a) Salary and Non Salary component in the BE/RE 2009-10 and BE 2010-11(Non-Plan). Break up of Salaries into regular salary etc. - Provided in the Budget.
- (b) Effect of additional installments of dearness allowance sanctioned this year and the net additionally asked therefore (that is, after setting off against savings, if any) - DA included in the Budget (declared wef 1 July 2009 also included in the Budget).
- (c) Items of expenditure which are matched by or linked to receipts like externally aided projects. Not applicable.
- (d) Provision included in respect of vacant post.

(i) Provisions of wages & salary have been made for the vacant post for which the Recruitment process is going on.

	<u>Year 2009-10(RE)</u>	<u>Year 2010-11(BE)</u>
a) Faculty	6.94 Lakh	90.91 Lakh
b) <u>Non Faculty</u>	16.30 Lakh	43.03 Lakh
<u>Total</u>	23.24 Lakh	133.94 Lakh

(c) Details of authorized and held manpower and current/arrear liability of account of pay & allowances in respect of CPSUs and substantially financed autonomous bodies getting non plan budget support. – **Institute does not come under Non-Plan till date.**

(f) Unspent balances as on :-

- i) 01 April 2009 - Rs. 396.74 Lakh
 ii) 30 September'09 - Rs. 70.86 Lakh

(g) Status of Pending Utilisation Certificates : No Utilisation Certificate is Pending.

**Deputy Registrar
(Finance and Accounts)**

PDPM

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN & MANUFACTURING, JABALPUR**

**REPORT ON EXPENDITURE (ACTUALS)
FOR THE FINANCIAL YEAR 2007-08 AND 2008-09**

PLAN

	F.Y. 2007-08 (In lakhs)	F.Y. 2008-09 (In lakhs)
OPENING BALANCE	371.93	55.95
GRANT IN AID	1100.00	2392.00
EXPENDITURE	1415.98	2051.21
BALANCE AT YEAR END	55.95	*396.74

*N.B. Out of remaining amount of Rs. 396.74 lakhs an amount of Rs. 247 lakhs was committed for pending bills during F.Y. 2008-09, the same was utilized by 30 April 2009 in the next financial year.

PANDIT DWARKA PRASAD MISHRA
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, JABALPUR

PART-I(PLAN-RECURRING)

Sl. No.	Budget Head	Budget Estimates(BE) 2009-10	Expenditure as on 30.09.2009	Revised Budget(RE) 2009-10	Budget Estimates(BE) 2010-2011
1	2	3	4	5	6
A' Salary Component					
1	(a) Faculty				
	(i) Regular Salary (R)		48.33	166.00	360.00
	(ii) Arrear (A)		0.00	150.00	0.00
	(iii) Contractual Faculty(C)		6.67	15.00	20.00
	Total (R+A+C)		55.00	331.00	380.00
	(b) Non-Faculty				
	(i) Regular Salary(R)		17.52	58.00	113.00
	(ii) Arrears(A)		7.70	7.70	0.00
	(iii) Contractual (C)		17.18	22.00	25.00
	Total *(R+A+C)		42.40	87.70	138.00
	(c) New Pension Scheme	240.00	12.15	30.00	32.00
	(d) Leave Salary & Pensionary Contribution	0	0.00	1.00	5.00
	e) Medical Aid & Staff Welfare	10.00	2.19	6.00	15.00
	f) Honorarium	25.00	4.33	10.00	20.00
	Total	275.00	116.07	465.70	590.00
B' Non-Salary Component					
2	Student Scholarship (Ph.D, M.Tech, M.Des, MCM, SC/ST)	40.00	17.11	40.00	50.00
3	Administrative Expenses				
	a) Advertisement & Publicity	30.00	34.15	50.00	60.00
	b) Postage & Telephones	15.00	3.98	10.00	15.00
	c) Printing & Stationary	10.00	3.32	10.00	20.00
	d) Rental Charges	6.00	2.87	6.00	10.00
	e) Repair & Maintenance	8.00	2.00	6.00	15.00
	f) Travelling & Conveyance	30.00	20.64	40.00	50.00
	g) Insurance and Bank Charges	1.00	0.11	1.00	10.00
	h) Book Grant & Society Membership	10.00	0.16	5.00	10.00

i) News Papers & Periodicals	0.75	0.18	0.75	1.00
j) Consumables	8.00	3.58	8.00	15.00
k) WorkShop / Seminar Expenses	6.00	0.53	2.00	12.00
l) Professional Charges	3.25	0.35	2.00	2.00
m) Office / Miscellaneous	8.00	3.61	8.00	12.00
n) Hospitality	5.00	7.05	14.00	14.00
Total	141.00	82.53	162.75	246.00
4 Departmental Operating	6.00	1.52	5.00	8.00
5 Library Books & Online Journals	70.00	21.45	100.00	100.00
6 Computer Consumables	5.00	0.70	2.50	4.00
7 Student Support Services	10.00	2.99	8.00	12.00
8 Hostel- Hiring Charges	15.00	9.12	20.00	10.00
9 Transport Charges	15.00	8.04	25.00	25.00
10 Medical Expenses (Students)	2.00	0.20	2.00	6.00
11 Water & Electricity Charges	30.00	13.71	40.00	50.00
12 House Keeping	35.00	21.22	60.00	80.00
13 Convocation Expenses	0.00	3.31	3.31	5.00
Total	188.00	82.26	265.81	300.00
GRAND TOTAL (PLAN RECURRING)	644.00	297.97	934.26	1186.00

PANDIT DWARKA PRASAD MISHRA
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, JABALPUR

PART-II (PLAN (NON-RECURRING))

(Rs. In Lakhs)

Sl. No.	Particulars	Budget Estimates(BE) 2009-10	Expenditure As On 30.09.2009	Revised Budget (RE) 2009-10	Budget Estimates (BE) 2010-11
A-1	ON GOING WORKS				
1	Students Hostels				
1.1	Hall of Residence 1 (SH:Civil & Electrical)	350.00	90.37	250.00	68.46
1.2	Core Lab Complex (SH : Civil & Electrical)	40.00	33.4	121.00	0.00
1.3	Tripple Seated Hall of Residence-1 (SH : Civil & Electrical)	700.00	213.71	550.00	1025.70
1.4	Service Block	1.00	0	1.00	0.00
1.5	*Workshop & Canteen	15.00	24.92	40.00	20.00
	Total	1106.00	362.40	962.00	1114.16
B-2	SITE DEVELOPMENT WORKS				
2.1	Electrical Supply & Management System(Sub Station)	400.00	304.94	534.00	0.00
2.2	External HT Line & Electrification (33KVA)	30.00	32.52	80.00	55.00
2.3	External Electrification(Phase-1) (Campus Street Lighting etc)	0.00	0	52.00	100.00
2.4	Sewage Treatment System (Phase-1)	40.00	0	40.00	80.00
2.5	Water Supply System (Phase-1)	0.00	0	20.00	100.00
2.6	Survey and Land Contouring	2.00	1.88	2.00	0.00
2.7	Landscaping & Storm Water, Drainage & Rain Water Harvesting	50.00	47.43	80.00	50.00
2.8	Road Network	0.00	0	40.00	100.00
	Total	522.00	386.77	848.00	485.00

C-3	NEW WORKS				
3.1	Core Lab Complex (SH : Low side of HVAC)	100.00	0	35.00	50.00
3.2	Other Misc. Civil Works	0.00	0	30.00	80.00
3.3	Lecture Hall & Tutorial Complex				
3.3.1	LH & TC (SH: Civil & Electrical)	724.00	33.95	724.00	1600.00
3.3.2	LH & TC (SH: Low side of HAVAC)	20.00	0	0.00	200.00
3.4	Mess Dining Hall 1	250.00	0.00	250.00	350.00
3.5	Security Barrack	30.00	0.00	20.00	54.00
	Total	1124.00	33.95	1059.00	2334.00
D-4	PROPOSED NEW WORKS				
4.1	Design Studio (Phase 1)	100.00	0	10.00	700.00
4.2	Student Activity Centre	100.00	0	20.00	220.00
4.3	Residential Flats (50 Nos)	0.00	0	0.00	700.00
4.4	Residential Flats (60 Nos)	0.00	0	0.00	1225.00
4.5	Hall of Residence 2 (SH:Civil & Electrical)	50.00	0	0.00	561.00
4.6	Guest House	0.00	0	20.00	150.00
4.7	Administrative Block	0.00	0	0.00	150.00
4.8	Shopping Complex/ Bank/Post Office etc.	0.00	0	0.00	200.00
	TOTAL	250.00	0.00	50.00	3906.00

D-5	OTHERS				
5.1	Equipments	400.00	233.36	350.00	500.00
5.2	IT Infrastructure Development				
5.2.1	Computer Hardware & Networking	120.00	205.76	250.00	100.00
5.2.2	Computer Software	60.00	75.06	100.00	100.00
	Total	180.00	280.82	350.00	200.00
5.3	Furniture & Fixtures	180.00	27.29	50.00	100.00
5.4	Vehicle	10.00	2.58	2.58	0.00
Pt-I	Total (Non-Recurring)	3772.00	1327.17	3671.58	8639.16
Pt-II	Total (Recurring)	644.00	297.97	934.26	1186.00
	Total (Non-Recurring + Recurring)	4416.00	1625.14	4605.84	9825.16

*Faculty offices and Lab space are also included

FC/2010/01/ANNEXURE- IV

**Adoption of Revised
Receipt & Payment
account for the F.Y. 2008-09**

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

RECEIPT & PAYMENT ACCOUNT FOR THE FINANCIAL YEAR ENDING 31ST MARCH, 2009

S.NO.	RECEIPTS	(Amount - Rs.)		S.NO.	PAYMENTS	(Amount - Rs.)	
		CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)			CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
	OPENING BALANCES		704,453		EXPENSES		
				a)	Establishment	13,856,932	9,057,427
a)	Bank Balances			b)	Administrative Expenses	20,522,759	11,278,045
	i) Canara Bank Grant Account, Jabalpur	3,354		c)	CEED	200,000	34,579,691
	ii) SBI Grant Account, GEC Campus, Jabalpur	3,523,410					0
					II PAYMENTS MADE AGAINST FUNDS FOR VARIOUS PROJECTS		
	iii) SBI Student Fee A/c, Jabalpur	6,246,351		a)	IGNOU DISTANCE EDUCATION PROGRAMME		0
	iv) SBI Project Account	213,376	9,986,491	b)	NBHM - International Conference		74,533
				c)	Projects (Other Misc. Expenses)	1596235	1,596,235
							61882
	II GRANTS RECEIVED						
a)	From Govt. of India (MHRD) (PLAN)	239,200,000	110,000,000				
b)	From Other Sources						
	NBHM Visiting Professorship (NBHM - International Conference) (NBHM - Fellowship)				III INVESTMENTS AND DEPOSITS MADE		
	Projects	2,038,700	762,258	a)	Out of Earmarked/Endowment Funds		0
	From MTA(Student)	70630	241,309,330	b)	Out of Other Funds (Investment - Others)	73,500,000	4,500,000
				c)	Out of Other Funds (Investment - Against LC)		73,500,000
	III INVESTMENTS AND DEPOSITS MATURED				IV EXPENDITURE ON FIXED ASSETS & CAPITAL WORK-IN-PROGRESS		
a)	Fixed Deposit Agist L/c		28,552,000	a)	Purchase of Fixed Assets	2,673,722	3,580,184
b)	Fixed Deposit Others	38,500,000	25,180,475	b)	Expenditure on Capital Work-in-Progress	15,560,873	0
c)	Earmarked/Endow. Funds		38,500,000	c)	Equipments in Transit (CWC WARE HOUSE)	38,889,093	55,123,588
							26,740,186
	IV INTEREST RECEIVED				V REFUND OF SURPLUS MONEY/LOANS		
a)	On Bank Deposits			a)	NBHM - Visiting Professorship/ Fellowship	236,667	273,733
	i) On Savings Bank A/c	405,414		b)	To Other Providers of Funds		
	ii) On Project A/c	11,962	60,533		- UBI Grant Account, Jabalpur (NBHM)	236,667	101,751
	iii) On Fixed Deposits	115,923	533,299				
					VI FINANCE CHARGES		
	V OTHER INCOMES			a)	Interest Payment		
a)	Income from Student Fees				-Interest Paid on Loan from Canara Bank		0
	-Regular Income (2008-09)	7,848,338	3,376,155		-Interest Payable on Loan from BOM		0
	-Summer Course	54,060	38,540				
b)	Sale of News Paper/Periodicals		650		VII OTHER PAYMENT		
c)	Sale of Tenders	92,500	21,500	a)	Paid to Sundry Creditors		
d)	Other Miscellaneous Income	190,651	8,185,549		a) For Purchase Equipments/Goods	20,224,758	16,647,945
					b) For Construction (Capital work in progress)	76,038,043	73,918,200
					c) For Expenses	14,544,894	11,473,942
							95,952
					b) Security Deposit Refunded	252,741	
	VI OTHER RECEIPTS				c) Pre-Paid Expenses	552,695	1,387,996
a)	Security Deposit	66,000	436,000	d)	Student Payments		
b)	TDS Recovered		8,879		-CCB Counselling Fee		1,045,000
c)	Creditors (Cheque Cancelled)	461,620	36,450		-External Scholarship	84,430	64,540
d)	External Scholarship	84,430	64,540				
				e)	Security Deposit (Receivable)	58,250	16,000
					f) Payment for Hall Management	352,000	836,947
					g) Student Benefit Account		14,346

RECEIPT & PAYMENT ACCOUNT FOR THE FINANCIAL YEAR ENDING 31ST MARCH, 2008 (CONTD.)							
SL. NO.	RECEIPTS	(Amount - Rs.)		SL. NO.	PAYMENTS	(Amount - Rs.)	
		CURRENT YEAR (As on 31/03/2008)	PREVIOUS YEAR (As on 31/03/2007)			CURRENT YEAR (As on 31/03/2008)	PREVIOUS YEAR (As on 31/03/2007)
					h) Excess Fee Refund	767,511	145,186
					i) Student fee refund		38,995
	VII AMOUNT BORROWED				j) CPF Contribution	21,304	63,232
					k) GIS (Other Institutes)	4,810	9,612
					l) GPF (Other institutes)	50,000	113,800
	VIII OTHER RECEIPTS FEE ACCOUNT				m) TDS Recovered and Paid	4,393,443	2,293,175
					n) New Pension Contribution Paid	1,427,194	934,890
	a) Student Caution Money	804,000	421,000		o) Professional Tax Paid	55,653	65,420
	b) Student Mess Advance	492,000	174,000		p) WCT Paid	1,856,460	1,175,103
	c) Hall Mangement A/c	1,885,000	1,124,500		q) Mess Advance	8,000	8,000
	d) Student Benefit A/c	743,100	560,900		r) Caution Money (Refund)	15,000	20,000
	e) MCM Scholarship(Rec. From Student)	465,000	999,000		s) Scholarship (MCM)	465,000	999,000
	f) Advance Fees Received	2,392,365	1,071,815		t) 1% Labour Welfare Cess	344,920	
	g) Excess Deposit Fee A/c	622,391	147,154		u) Mess Dues	1,250	121,518,356
	h) Other Miscellaneous Receipt	62,309	103,325				
	i) CCB Counselling Fee	190,000	1,045,000				3,354
	j) Liability for Student Benefit A/c	28,000			VIII CLOSING BALANCES		3,523,410
	k) Recovery Of Admi. Expenses	62,602			a) Bank Balances		6,246,351
	l) Student Support Services	43,165			i) Canara Bank Grant Account, Jabalpur	3,407,811	213,376
	m) Fees Cheque Return	132,999			ii) SBI Grant Account, GEC Campus, Jabalpur	1,567,528	
	n) Mess Dues	1,250	7,924,181		iii) SBI Student Fee A/c, Jabalpur	15,616,343	
					iv) SBI Project Account	667,703	21,259,385
	IX LOANS & ADVANCES						
	Advance For Expenses						
	From Staff	717,381					
	From Student	45,741	763,122				
	TOTAL	307,814,022	177,021,513		TOTAL	307,814,022	177,021,513


 (Raghunath Bhattacharya)
 Dy. Registrar

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

RECEIPT & PAYMENT ACCOUNT FOR THE FINANCIAL YEAR ENDING 31 st MARCH, 2009										
S.N O	RECEIPTS		PREVIOUS YEAR (As on 31.03.2008)		S.NO.	PAYMENTS		PREVIOUS YEAR (As on 31.03.2008)		
	(Amount - Rs.) CURRENT YEAR (As on 31.03.2009)	(Amount - Rs.) PREVIOUS YEAR (As on 31.03.2008)	(Amount - Rs.) CURRENT YEAR (As on 31.03.2009)	(Amount - Rs.) PREVIOUS YEAR (As on 31.03.2008)		(Amount - Rs.) CURRENT YEAR (As on 31.03.2009)	(Amount - Rs.) PREVIOUS YEAR (As on 31.03.2008)	(Amount - Rs.) CURRENT YEAR (As on 31.03.2009)	(Amount - Rs.) PREVIOUS YEAR (As on 31.03.2008)	
I OPENING BALANCES					I EXPENSES					
					a)	Establishment	13,856,932		9,057,427	
					b)	Administrative Expenses	20,522,759		11,278,045	
a)	Bank Balances				c)	CEED	200,000	34,579,691	0	
	i) Canara Bank Grant Account, Jabalpur	3,354	490,569							
	ii) SBI Grant Account, GEC Campus, Jabal	3,523,410	112,133							
	iii) SBI Student Fee A/c, Jabalpur	6,246,351	0		II PAYMENTS MADE AGAINST FUNDS FOR VARIOUS PROJECTS					
	iv) UBI Grant Account, Jabalpur	0	101,751		a)	NBHM - International Conference			74,533	
	iv) SBI Project Account	213,376	9,986,491	704,453	b)	NBHM - Visiting Professorship/Fellowship			273,733	
II GRANTS RECEIVED					c)	Projects (Other Misc. Expenses)	1598235	1,596,235	81882	410,148
a)	From Govt. of India (MHRD) (PLAN)	239,200,000	110,000,000							
b)	From Other Sources				III INVESTMENTS AND DEPOSITS MADE					
	NBHM Visiting Professorship		300,000		a)	Out of Earmarked/Endowment Funds	0		0	
	(NBHM - International Conference)		76,600		b)	Out of Other Funds (Investment - Others)	73,500,000		4,500,000	
	(NBHM - Fellowship)		220,800		c)	Out of Other Funds (Investment - Against LC	0	73,500,000	0	4,500,000
	Projects	2,038,700	164,858							
	From MTA(Student)	70630	241,309,330	110,762,258						
III INVESTMENTS AND DEPOSITS MATURED					IV EXPENDITURE ON FIXED ASSETS & CAPITAL WORK-IN-PROGRESS					
a)	Fixed Deposit Agist L/c		28,552,000		a)	Purchase of Fixed Assets	2,673,722		3,560,184	
b)	Fixed Deposit Others	38,500,000	25,180,475		b)	Expenditure on Capital Work-in-Progress	15,560,873		0	
c)	Earmarked/Endow. Funds		38,500,000	53,732,475	c)	Equipments in Transit (CWC WARE HOUSE	36,889,093	55,123,688	26,740,188	30,320,370
IV INTEREST RECEIVED					V REFUND OF SURPLUS MONEY/LOANS					
a)	On Bank Deposits				NBHM - Visiting Professorship/ Fellowship					
	i) On Savings Bank A/c	405,414	60,533				236,667			
	ii) On Project A/c	11,962	2,061,684	2,122,217			0	236,667	101,751	101,751
	ii) On Fixed Deposits	115,923	533,299							
V OTHER INCOMES					VI OTHER PAYMENT					
a)	Income from Student Fees				a)	Paid to Sundry Creditors				
	-Regular Income (2008-09)	7,848,338	3,376,155		a)	For Purchase Equipments/Goods	20,224,758		16,647,945	
	-Summer Course	54,060	38,540		b)	For Construction (Capital work in progre	76,038,043		73,918,200	
			650		c)	For Expenses	14,544,894		11,473,942	
b)	Sale of News Paper/Periodicals					Security Deposit Refunded	252,741		95,952	
c)	Sale of Tenders	92,500	21,500		b)	Pre-Paid Expenses	552,695		1,387,996	
d)	Other Miscellaneous Income	188,231	47,950		c)	Student Payments				
e)	Other Miscellaneous Fees	0	21,684	3,506,479	d)	-CCB Counselling Fee	190,000		1,045,000	
VI OTHER RECEIPTS						-External Scholarship	84,430		64,540	
a)	Security Deposite	66,000	436,000			Security Deposit (Receivable)	58,250		16,000	
b)	TDS Recovered	8,879			e)	Payment for Hall Management	352,000		836,947	
c)	Creditors (Cheque Cancelled)	461,620	36,450		f)	Student Benefit Account			14,348	
d)	External Scholarship	84,430	64,540		g)	Excess Fee Refund	577,511		145,186	
e)	H.P. Dixit	0	612,050	546,937	h)	Student fee refund			38,995	
					i)	CPF Contribution	21,304		63,232	
					j)	GIS (Other Institutes)	4,810		9,612	

FC/2010/01/ANNEXURE- V

**Placement of Audit Report for
the F.Y. 2007-08 F.Y. 2008-09**

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(CIVIL & COMMERCIAL AUDIT),
MADHYA PRADESH, GWALIOR.

No. OAD-II/SAR/PDPM-III/2007-08/ 1 2

Dated: 25.4.2009

To,

The Director,
Pt. Dwarika Prasad Mishra,
Indian Institute of Information
Technology, Design Manufacturing,
Jabalpur

Speed post

Subject: Final Audit Report on the accounts of Pt. DPM-IIIT, DM, Jabalpur
for the year 2007-08.

Sir,

Please find enclosed herewith a copy of final Audit Report on the accounts
of Pt. D.P. Mishra- IIIT, DM, Jabalpur for the year 2007-08.

The date of placement of the above Report before both houses of
Parliament may please be intimated.

Encl.: 1. Audit Report
2. Management letter

Yours faithfully,

Vishal Bansal

Sr. Deputy Accountant General
IC-I

DR
AO/ls
25-4-2009

(iii) Is our opinion on propriety of accounts and balance sheet for the year 2009-10 correct and justified having regard to the Institute in the light of appropriate provisions for examination of such books.

(iv) We further report that:-

A. Balance Sheet

1 Liabilities: Current liabilities and provision Rs. 2.08 Crore

✱

The Institute has purchased lab equipment from two foreign suppliers and paid Rs.267.40 Lakh during the year. Both the equipment are lying at central warehouse, New Delhi for want of payment of custom duty Rs. 80.37 lakh. This fact has not been disclosed in the accounts.

2 Assets: Fixed Assets of Rs. 21.34 Crore.

The Institute has not provided depreciation of Rs. 1.03 crore on fixed assets valued at Rs. 8.47 crore. This resulted in overstatement of fixed assets and understatement of expenditure by Rs. 1.03 crore each. Disclosure made by the Institute in this regard is not sufficient.

B. Income and Expenditure Accounts

1 Expenditure

1.1 Overstatement of expenditure due to inclusion of prior period expenses Rs.2.64 lakh.

Current year expenditure on other administrative expenses (Schedule 21) includes bills for prior period amounting to Rs. 2.64 lakh (Honorarium .. Rs. 0.42 lakh, on line Journal Rs.1.58 lakh, Transportation Rs. 0.64 lakh). This was not disclosed in notes on Accounts.

C. General

1 Effect of regrouping of figures of previous year not disclosed in notes on account.

The Institute has given a note in notes on accounts that the previous year figures has been regrouped wherever necessary. The effect of which has not been disclosed.

(ii) After reworking of the figures for 2006-07 the figures shown in schedule item no. C (ii) Other Administrative expenses have been wrongly depicted as Rs.3,03,740/- instead of Rs.1,03,740/- which needs correction.

2. Non exhibition of note on exemption of Income Tax in notes on accounts.

The notes on accounts does not include a disclosure regarding exemption of Income Tax under the Income Tax Act,1961.

3. Non obtaining of certificate of confirmation of balances from the parties.

Confirmation of balances regarding (a) Loans and Advances, (b) Sundry Debtors and Creditors and (c) Bank balances was not obtained.

4. Effect of Audit Comment

The net effect of above comments on accounts is that assets were overstated by Rs.103.00 lakh as well as under statement of expenditure to that extent.

C. Grants in aid

During the year 2007-2008, Institute had received grants-in-aid (Plan) of Rs.11.00 Crore from Government of India, Ministry of Human Resource Development, New Delhi and there was unspent balance of Rs.3.72 Crore of previous year. Out of the total available balance of Rs. 14.72 Crore, the Institute could utilize a sum of Rs. 14.16 Crore leaving a balance of Rs. 0.56 Crore, as on 31-3-2008.

D Management Letter

Deficiencies which have not been included in the Audit Report have been brought to the notice of the Institute's management through a management letter issued separately for remedial/corrective action.

(v) Subject to our observations in the preceding paragraphs, we report that the Balance Sheet and Income & Expenditure Account/ Receipt & Payment Account dealt with by this report are in agreement with the books of accounts.

(vi) In our opinion and to the best of our information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts and subject to the significant matters stated above and

Separate Audit Report of the Comptroller & Auditor General of India on the Accounts of Pt. D.P.Mishra- IIT, DM, Jabalpur for the year ended 31 March 2008.

We have audited the attached Balance Sheet of Pt. D.P. Mishra Indian Institute of Information Technology, Design and Manufacturing (PDPM-IIT,DM,JBP), Jabalpur as at 31 March 2008 and the Income & Expenditure Account/ Receipts & Payment Account for the year ended on that date under Section 20 (1) of the Comptroller & Auditor General's (Duties, Powers & Conditions of Service) Act, 1971. The Audit has been entrusted for the period upto 2013-14. These financial statements are the responsibility of the Institute. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Separate Audit Report contains the comments of the Comptroller & Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards and disclosure norms, etc. Audit observations on financial transactions with regard to compliance with the Law, Rules & Regulations (Propriety and Regularity) and efficiency-cum-performance aspects etc. if any, are reported through Inspection Reports/ CAG's Audit Reports separately.

3. We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining on a test basis, evidences supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluation of the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.

4. Based on our audit, we report that:

- (i) We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit,
- (ii) The Balance Sheet and Income & Expenditure Account/Receipt & Payment Account dealt with by this report have been drawn up in the format approved by the Ministry of Finance, Government of India.

other matters mentioned in Annexure-I give a true and fair view in conformity with accounting principles generally accepted in India.

- a. In so far as it relates to the Balance Sheet of the state of affairs of the Pt. D.P. Mishra IIT, DM, Jabalpur as at 31 March 2008 and
- b. In so far as it relates to Income & Expenditure Account of the deficit for the year ended on that date.

For and on behalf of the C & AG of India

Place: Gwalior

Dated 15/04.2009



Principal Accountant General (C&CA)
MP, Gwalior

Annexure-I

(referred to in part 4 (vi) of SAR)

1. Adequacy of Internal Audit System

The Institute has not established any internal audit wing for their concurrent internal audit.

2. System of physical verification of assets and inventories

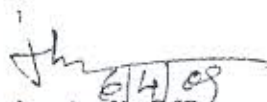
Physical verification of assets and inventories as required by GFR has not been done during the year 2007-08.

3. Regularity in payment of statutory dues.

The Institute has been regular in payment of statutory dues.

4. Adequacy of Internal Control System.

The Institute neither made available the rules and bye laws framed for conduct of affairs of the Institute nor communicated their non-framing. In absence of above the Internal Control System is found inadequate to the size of operations of the Institute.


6/4/09
Senior Audit Officer

FC/2010/01/ANNEXURE- VI

**Implementation of 6th pay
Commission Recommendations**

F. No. 23-1/2008-TS.II
Government of India
Ministry of Human Resources Development
Department of Higher Education
Technical Section-II

Shastri Bhawan, New Delhi
Dated: 18th August, 2009

To

The Director,
All Centrally Funded Technical Institutions

Subject: -Revision of pay of teaching and other Staff in Centrally Funded Technical Institutions (CFTIs) following the pay revision of the Central Government employees on the recommendation of 6th Central Pay Commission (6th CPC).

Sir,

I am directed to say that the Government of India have decided, after taking into consideration the recommendations made by the Govardhan Mehta Committee, to revise the Pay of teaching and other staff of Centrally Funded Technical Institutions following the pay revision of the Central Government employees on the recommendation of 6th CPC. The revised pay and other service conditions as approved by the Government of India for the teaching and other staff in CFTIs are as under: -

1. For Indian Institutes of Technology (IITs), Indian Institute of Science (IISc.) Bangalore, Indian Institutes of Management (IIMs), National Institute of Industrial Engineering (NITIE), Mumbai and Indian Institutes of Science Education & Research (IISERs).

(i) Lecturers

- (1) Lecturers are not part of the regular faculty cadre in these Institutes. Appointment at this level may be made as Lecturer-cum-Post Doctoral Fellow on contract basis to enable bright young Ph.Ds to teach and earn experience in premier institutions.
- (2) At the entry level they may be placed in Pay Band PB-3 of Rs.15600-39100 with Academic Grade Pay (AGP) of Rs.6000/-p.m. with seven non-compounded advance increments.
- (3) To encourage fresh PhDs to join the teaching system, at least 10% of the total faculty strength should be recruited at this level of Lecturer-cum-Post Doctoral Fellow. However, relaxation in respect of educational qualifications could be given up to 25% of total Lecturers recruited. The reasons for such relaxations should be duly recorded and reported to the Board of Governors of the respective institutions.
- (4) After one year of post Ph.D experience, these **Lecturers-cum-Post Doctoral Fellows** shall be placed in the AGP of Rs.7000/-p.m.

(ii) Assistant Professors

- (1) To be appointed in PB-3 with AGP of Rs. 8000/-p.m. For direct recruits, minimum pay in the Pay Band to be fixed at Rs.30000/-.
- (2) For appointment as Assistant Professor, one should have a Ph.D with first class or equivalent in the appropriate branch with a very good academic record throughout and at least three years' industrial/research/teaching experience, **excluding however, the experience gained while pursuing Ph.D.**

(iii) Associate Professors

- (1) To be appointed in PB-4 (Rs.37400-67000) with AGP of Rs.9500/-p.m. For direct recruits, minimum pay in the PB-4 to be fixed at **Rs. 42800/-**.
- (2) For appointment as Associate Professor, one should have a Ph.D with first class or equivalent in the appropriate branch with a very good academic record throughout and a minimum of six years Teaching/ Industry/ Research experience, of which at least three years' should be at the level of Assistant Professors, Senior Scientific Officer/ Senior Design Engineer.

(iv) Professors

- (1) To be appointed in PB-4 (Rs.37400-67000) with AGP of Rs.10500/- p.m. For direct recruits, minimum pay in the Pay Band to be fixed at **Rs. 48000/-**.
- (2) For appointment as Professor, one should have a Ph.D with first class or equivalent with a very good academic record and a minimum of 10 years' experience.
- (3) Up to a maximum of 40% of the posts of Professors **at any given point of time** will be eligible for AGP of Rs. 12000/- p.m. after 6 years' of regular service in AGP of Rs. 10500/- p.m. subject to performance evaluation based on research publications, Ph.D supervision, teaching and consultancy services etc.

2. For other Centrally Funded Technical Institutions.

The pay structure and designations for all other Centrally Funded Technical Institutions will generally be the same as per the scheme of revision of pay of teachers, etc in Universities, etc. as notified by the Ministry of HRD vide letter No.1-32/2006-U.II/U.I (i) dated 31st December, 2008 and clarification issued thereon from time to time. However, **in the case of National Institutes of Technology (NITs), Indian School of Mines University (ISMU), Indian Institutes of Information Technology (IIITs) and Schools of Planning & Architecture (SPAs)**, the following accelerated promotional benefits will be given while maintaining the UGC Pay Structure and designations:

- (a) Seven non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D awarded in the relevant discipline.

- (b) (i) An Assistant Professor possessing the degree of Ph.D in the relevant discipline and with regular service of 3 years' at AGP of Rs.6000/- p.m. shall be eligible for moving to AGP of Rs.7000/-p.m.
- (ii) An Assistant Professor possessing the degree of Ph.D in the relevant discipline and with regular service of 3 years' at AGP of Rs.7000/- p.m. shall be eligible for moving to AGP of Rs.8000/- p.m.
- (iii) An Assistant Professor possessing the degree of Ph.D in the relevant discipline and with regular service of 3 years' at AGP of Rs.8000/- p.m. shall be eligible for moving to AGP of Rs.9000/- p.m., and re-designated as Associate Professor.
- (c) Associate Professor completing 4 years' of regular service in the AGP of Rs.9000/- and possessing a Ph.D degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the UGC and by the university, if any. No teacher other than those with a Ph.D shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs.10000/- p.m.
- (d) Up to a maximum of 20% of the sanctioned post of Professors shall be placed in PB-4 in the AGP of Rs.12000/- p.m. after regular service of 6 years' as Professor in the AGP of Rs 10000 and the minimum pay in the Pay Band will be fixed at Rs.48000/- p.m.. Other eligibility conditions will be as laid down by the UGC.
- (e) All promotions will be based on performance evaluation and subject to fulfillment of other conditions laid down by MHRD letter No.1-32/2006-U.II/U.I (i) dated 31st December, 2008.
3. Existing faculty of IITs and ISMU, Dhanbad shall be given the replacement pay being proposed for IITs, as personal to them. Revised pay, as given in Para 2 above will be applicable for those recruited on or after the date of issue of these orders.
4. **Directors:** As regards the Directors of the Centrally Funded Technical Institutions (CFTIs), it was decided to follow a two-tier structure as in the case of faculty positions, as under:-
- (a) For Directors of IITs, IIMs, IISc Bangalore, IISERs, NITIE ,Mumbai, a fixed pay of Rs.80,000/- p.m.
- (b) For Directors of NITs, IITs, ISMU, Dhanbad, NIFFT, Ranchi, SPAs, SLIET, NERIST, CIT, NITTTRs, pay of Rs.75,000 plus Special Allowance of Rs.5000/- p.m, as applicable to Vice Chancellors of Universities.
5. **Cadre of Librarians and Directors of Physical Education** will be given the revised pay and other benefits as notified vide MHRD letter No. 1-32/2006-U.II/U.I (i) dated 31st December, 2008. The qualifications and the age of superannuation (60 years) will remain unchanged.

6. The revised pay of **Scientific Officers/Design Staff** shall be mapped into the normal replacement pay of 6th CPC. However, if the Scientific Officers / Design Staff are doing teaching work, their revised pay as approved for the teaching staff shall be applicable.

7. **Faculty Structure:** The flexible faculty structure will continue in those institutions where it is already in operation. However, institutions like ISMU/IITs which were earlier under the IIT pay structure will have the same faculty structure as in UGC scheme except for the accelerated promotions as provided under Para 2 above. The Ministry of Human Resource Development (MHRD) will devise suitable academic criteria for those institutions which may like to change over to a four-tier flexible faculty structure.

8. **Other service conditions:**

- (i) Annual increment will be at the rate of 3% of the pay as per the CCS (RP) Rules, 2008 (pay in the pay band plus applicable AGP).
- (ii) Pay in the pay band and Academic Grade Pay shall not exceed the limits set in the CCS (RP) Rules, 2008 i.e. Rs 80000/-
- (iii) A cumulative Professional Development Allowance for Rs.3 lakhs for every block period of 3 years (Rs. One lakh per year) may be made available to every member of the faculty on reimbursable basis to meet the expenses for participating in both national and international conferences, paying the membership fee of various professional bodies and contingent expenses.
- (iv) Revised pay scales will be effective from 1.1.2006 and other allowances from 1.9.2008 and pay of existing incumbents will be fixed as per the formula given in the CCS (RP) Rules, 2008 and the Fixation Table given in Annex-I of Ministry of Finance OM No.1/1/2008-IC dated 30th August, 2008. This is further subject to the proviso that the revised pay of existing incumbents as on 1.1.2006 will not be less than the minimum pay at the entry level for direct recruits in each category in the case of **IITs, IIMs, IISc, IISERs and NITIE**. This would effectively mean that:
 - a) Assistant Professors in the pre-revised scale of Rs.12,000 - Rs.18,300 with basic pay ranging from Rs.12,000/- to Rs.15,780/- p.m. will be placed at the minimum of Rs.30,000/- p.m. For those incumbents with pre-revised basic pay of more than Rs.15780/-, their revised pay will be determined by multiplying the existing pay as on 1.1.2006 by a factor of 1.86 and rounding off the multiple figure to the next multiple of 10 as given in Rule 7 (1)(a)(i) of the CCS (RP) Rules, 2008.
 - b) In the case of Associate Professors in the pre-revised scale of Rs.16,400 - Rs.20,000 with basic pay ranging from Rs.16,400/- to Rs.18,200/- p.m., the minimum will be fixed at Rs.42,800. For those incumbents with pre-revised pay of more than Rs.18200/-, the revised pay will be as per Fixation Table corresponding to pre-revised pay scale of S-26 as given in Annexure-I of Ministry of Finance's O.M.No.1/1/2008-IC dated 30th August, 2008.

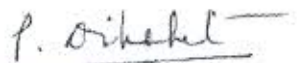
c) In the case of Professors in the pre-revised scale of Rs.18400-22400 with basic pay ranging from Rs.18400 to Rs.20400 p.m. will be placed at the minimum of Rs 48000/-. For those incumbents with pre-revised pay of more than Rs.20400/-, the revised pay will be as per Fixation Table corresponding to pre-revised pay scale of S-29 as given in Annexure-I of Ministry of Finance's O.M.No.1/1/2008-IC dated 30th August, 2008.

(v) In respect of other categories of institutions, pay fixation will be made as per CCS (RP) Rules, 2008 and the Fitment table issued by MHRD for UGC funded institutions vide letter No.3-1/2009-U.I dated 4th June, 2009, which is available on the web-site of MHRD.

9. **For Registrars, Dy. Registrar, Asstt. Registrar.** UGC pay scales will apply to Registrar, Dy Registrars, Assistant Registrars of IITs, IISERs, NITs, IISc and Deemed to be Universities subject to they possessing the qualifications and experience as prescribed by UGC from time to time. For others, normal replacement scale as per CCS (RP) Rules, 2008 will apply. Age of superannuation will, however, continue to be 60 years.

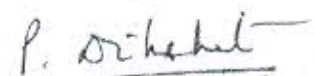
10. Anomalies, if any, in the implementation of this order may be brought to the notice of the Department of Higher Education, Ministry of Human Resource Development.

Yours faithfully,


(Pratima Dikshit)
Director (TC)

Copy to: -

1. Principal Secretary to Prime Minister, South Block, New Delhi.
2. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
3. Secretary, Department of Expenditure, North Block, New Delhi.
4. Secretary, Department of Personnel & Training, North Block, New Delhi.
5. Secretary, Department of Agriculture Research and Education, Krishi Bhawan, New Delhi.
6. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhawan, New Delhi.
7. Acting Chairman, All India Council for Technical Education, New Delhi.
8. Secretary, University Grants Commission, New Delhi.
- ✓ 9. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.


(Pratima Dikshit)
Director (TC)

FC/2010/01/ANNEXURE- VII

**Medical Attendance and
Treatment Policy**

Indian Institute of Information Technology, Design & Manufacturing Jabalpur

MEDICAL ATTENDANCE AND TREATMENT POLICY

1 Eligibility of Family Members for Medical Attendance and Treatment

- 1.1 Permanent staff of the Institute as well as their family members shall be entitled to Medical Attendance and Treatment, including Reimbursement, as per procedures accorded by the Board of Governors from time to time.
- 1.2 The term "family" shall include (i) wife or husband of a member of staff, as the case may be, (ii) parents, children and step children who are wholly dependent on the member of staff.
- 1.3 For the purposes of determining dependency, the following criteria shall be followed:
 - *Son* – A son shall be considered dependent till he starts earning or attains the age of 25 years, whichever is earlier,
 - *Daughter* – A daughter shall be considered dependent till she starts earning or gets married whichever is earlier irrespective of her age.
 - *Parents* – Parents shall be considered dependents on the employee if their income from all sources, including pension, does not exceed Rs. 3500/- pm or the limit as amended by Government from time to time
 - *Economically Independent parents* - Parents of such faculty/staff who are economically independent but are physically staying with them in the campus shall be permitted to have Medical Consultation only at IITDM Jabalpur Health Center at a nominal charge @ Rs.50/- per visit. In such a case the concerned staff will be required to give an undertaking at the Health Center and the amount will be deducted from his/her salary.
 - *Any other dependent (s)* also entitled as per Government norms.
 - If a staff member has gone on deputation/leave to another Institute/Organization but his/her family members have been staying in the Institute Campus, his/her family members shall be eligible to avail medical facilities such as (i) consultation, (ii) issuing of medicines available in the Health Center/Institute as well as those obtained through Supply Order and (iii) reimbursement towards Medical Treatment at IITDM Jabalpur Health Center as well as the hospitals recognized by the Institute. In such a case, the concerned employee, however, will be required to give an undertaking that he/she shall not claim any Medical benefits for his/her family members from the Institute/organization where he/she is presently working on deputation/leave. He/she would be required to furnish a certificate to this effect from the Institute/organization of work during deputation/leave.
- 1.4 If both, husband as well as wife, are employed in the Institute, either of them can choose to prefer the claim of medical facilities on behalf of self and the family, by declaring the fact, through a joint declaration.
- 1.5 If the spouse of a staff member is employed in a State/Central Government./another Autonomous/Corporate body, he/she can choose to claim the medical facilities either from the Institute or from the spouse's employer by declaring the same through a joint declaration.
- 1.6 When the spouse is employed in a private organization where the medical facility is not available or when it is available for self only, a letter to this effect should be produced from the employer of the spouse.

2. Medical Record and Booklets

- 2.1 The Institute shall issue Medical Booklets to the staff member and his/her eligible family members with all the relevant information including the photograph. The system of affixing photograph of the beneficiary on the medical booklet must be strictly followed. Separate booklets in different colors would continue to be issued for students, staff and their families.
- 2.2 When a dependent daughter/son reaches the age of 18/25 years and in respect of dependent parents, the concerned staff member must fill up the form for updating the records with the concerned Establishment Section and get the medical booklets revalidated every year.
- 2.3 The Medical Booklets will be renewed/ revalidated/ replaced as per rules prescribed by the Institute from time to time.
- 2.4 Treatment facilities for dependents will be allowed only on the basis of valid booklets which have been renewed/ revalidated. The eligible persons desirous of availing the medical attendance and treatment shall be required to produce their Medical Booklet at the Health Center.
- 2.5 The medical booklets, also maintained as electronic booklets, should present the medical history of the holder. Suitable entries in respect of outside treatment should also be made therein by IIITDM doctors.
- 2.6 The booklets must be surrendered when a student/staff leaves the Institute.

3. Medical Reimbursement Rules

3.1 Medical expenses which are Not Reimbursable

- Medicines and other items which are declared by the Government of India as inadmissible and published in the CSMA Rules will not be reimbursed.
- Cost of spectacles is not reimbursable.
- Cost of dentures as well as treatment for Orthodontia is inadmissible.
- The Institute will not reimburse expenditure on medical attendance availed in an unrecognized hospital except in emergency based on the recommendations of the Medical Board.
- The facility of Medical Attendance and Treatment is not extended to the sponsored students as well as to the dependents of students.
- No reimbursement/supply order is permitted in respect of student's spouse/dependents.

3.2 Reimbursable Medical Expenses against the OPD Treatment

- The cost of radiological, pathological investigations, medicines purchased from the market against the referral for the OPD treatment may be referred in the *Medical Claim Form for the OPD Treatment* only. In such a situation, the reimbursement claim as well as the cash memos should be necessarily countersigned by the institute CMO affixing the IIITDM Health Center stamp.
- Proper break up of charges for various investigations, minor procedures etc must be provided along with the claim.
- For the reimbursement of eligible expenses, the claim form duly completed by the concerned staff member and counter-signed by the Institute CMO may be forwarded to Accounts Section.
- On the referral of the Authorized Medical Attendant /CMO of the Institute a patient should be referred to the Out-Patient Department (OPD) of Government/recognized hospitals/dispensary unless reference to a specialist is considered necessary and charged levied at OPD shall be reimbursable. Such medical claim should be countersigned by the AMA/CMO of the Institute.

- When treatment of specialist Doctor is considered necessary it will be restricted to two consultations only within 5 days for single treatment. The medical claims should be countersigned by the AMA/CMO of the Institute.
- (a) Prolonged medical attendance and treatment be obtained from very beginning on the specific advice of AMA/CMO of the Institute.
- (b) In case of prolonged treatment not requiring hospitalization may be defined as a case of single and continuous spell of illness will be allowed maximum of 4 consultation within 15 days from specialist Doctor/OPD as the case may be.
- After completion of treatment from Institute's AMO/CMO, OPD, Specialist Doctor medical reimbursement bill should be submitted to the Institute for reimburse meant within 60 days and for indoor patient it should be submitted within 120 days otherwise it will be time-barred.

3.3 Reimbursable Medical Expenses against the Indoor Treatment

- Charges against the Indoor Treatment including the hospital bills, stay charges, operation and allied charges, investigation charges, cost of medicines supplied by the hospital/purchased from market etc, when incurred as per rules, are reimbursable. Such expenses may be referred in the *Medical Claim Form for the Indoor Treatment*. The form duly filled in by the concerned staff member and counter-signed by authorized Doctor of hospital and the institute CMO with the IIITDM Health Center may be forwarded to Accounts Section. All medical claims should be referred as early as possible, but not later than 3 months after the date of discharge to the hospital. The time-limit of three months for presentation of medical claim should be strictly adhered to.
- The reimbursement of admissible items in respect of indoor treatment in recognized hospitals will be made after the charges are certified by the Consultant and/or Medical Superintendent of the treating recognized hospital and the Chief Medical Officer, IIITDM Health Center as per approved rates/entitlement.

4 **General Rules**

- 4.1 Package rate is defined as the lump sum cost of in-patient treatment or diagnostic procedure for which a patient has been referred by competent authority or CGHS to Hospital or Diagnostic Center. This includes all charges pertaining to a particular treatment/procedure including admission charges, accommodation charges, ICU/ICCU charges, monitoring charges, operation charges, anesthesia charges, operation theatre charges, procedural charges/surgeon's fee, cost of disposable, surgical charges and cost of medicine used during hospitalization, related routine investigations, physiotherapy charges etc.
- 4.2 The package rate does not include diet, telephone charges, TV charges, cost of cosmetics, toiletry, tonics and medicines advertised in mass media. Cost of these, if offered, on request of patients must be realized from the individual patient and is not to be included in packages charges.
- 4.3 The hospitals/diagnostic centers recognized by the Institute will not be allowed to charge more than the package rate from the beneficiary.
- 4.4 The maximum permissible duration for stay in the recognized hospital/diagnostic center will be as given below:
 - 12 days for specialized procedure;
 - 7-8 days for other non-specialized procedures;
 - 3 days for laproscopic surgery;
 - 1 day for day care/minor procedures (OPD).
- 4.5 In case the beneficiary has to stay in the hospital for his/her recovery for more than the period covered in the package rate, the additional reimbursement shall be limited to room rent as per entitlement, cost of the prescribed medicines and investigations and doctors visits (not more than 2 times a day) for the duration of the additional stay.

- 4.6 The entitlement for indoor treatment would be as per the basic pay given under and amended by Central Government from time to time :-
- i. Basic pay up to Rs 13950/-: General Ward;
 - ii. Basic pay Rs13960/- to 19530/-: Semi-Private Ward;
 - iii. Basic pay Rs 19540/- and above: Private Ward.
- 4.7 Package rate offered to CGHS for treatment in Semi-Private Ward is mentioned and indicated in the rate list at Annexure-C.
- 4.8 It has been decided that the CGHS beneficiaries taking treatment in the above mentioned hospitals with the prior permission of the CGHS will be entitled for re-imbursement as per the package rates given in the Annexure C. The rates for indoor treatment mentioned in attached Annexure are for Semi-Private Category. For private ward there will be an increase of 15% and for general ward there will be a decrease of 10%.
- 4.9 Charges for the implant shall be reimbursed as per actual except for the items where ceiling is defined.
- 4.10 A private Hospital/Diagnostic Center, whose rates for a procedure/test/facility are lower than the approved rates, shall charge the beneficiaries as per actuals.
- 4.11 For investigations and treatment procedures for which admission is not required rates will be same for all categories.
- 4.12 The maximum room rent for different categories would be as given below till further amended :-
- i. General Rs 750/- per day
 - ii. Semi-private Rs. 1500/- per day
 - iii. Private Rs. 2000/- per day
 - iv. Day Care (6-8 hours admission) Rs 500/- per day (same for all categories)
- 4.13 The beneficiaries will have the option of availing specialized treatment/diagnostic tests at CGHS recognized hospitals/Diagnostic Centers of his/her choice after the specialist of the CGHS/Government Hospital/CMO/In-charge of the CGHS Dispensary recommends the procedure/ test.
- 4.14 For non-emergency cases, beneficiaries of Central Government Health Scheme are entitled to medical reimbursement for treatment in hospitals/diagnostic centers CGHS recognized under the scheme after the written permission from the competent authority.
- 4.15 On production of valid permission, the CGHS recognized hospitals/diagnostic centers shall provide credit facilities to faculty and employees on production of Institute I-cards.
- 4.16 The CGHS recognized hospitals/diagnostic centers will provide necessary medicines & all disposable sundries of standard quality and will not get them purchased through CGHS beneficiaries.
- 4.17 Visiting faculty shall be treated at par with regular faculty of the institute. The maximum ceiling for in-door treatment for visiting faculty will be Rs 50,000.
- 4.18 Contractual Employee on scale shall be treated at par with a regular employee.
- 4.19 Contractual Employee on consolidated salary will be provided OPD facility at the Institute Health Center or the hospitals recognized by it/ CGHS recognized hospitals.
- 4.20 Reimbursement for medicines will be allowed only when they are not available at the Institute Health Center.
- 4.21 Daily wage workers will be given only the OPD facility. Only those medicines which are available at the Institute dispensary will be provided in such cases. No reimbursements claim will be accepted.

- 4.22 In case of Indoor patient for major disease on the estimation of hospital authority medical advance will be given as per recommendation of AMA/CMO of the Institute. Advance amount cannot exceed 75% of the recommended amount except as a special case recommended by Medical Officer. Advance will not be given after submission of Medical Reimbursement Bill.
- 4.23 In case of misuse of medical reimbursement facility, concerned employees of the Institute will be denied all medical privileges for the next three years. If the misuse is repeated for the second time, concerned employee will lose the benefits of the Medical facilities for the rest of his service at IITDM Jabalpur not withstanding any other action that may be initiated under the Conduct Rules of the Institute.
- 5 Medical Facility for Students**
- 5.1 Basic Medical facilities for common diseases like fever, cold etc will be provided by the Institute through its doctor at the Institute Health Center. It will include providing medicines for the above mentioned diseases. In case Institute appointed doctor deems fit that the concerned patient needs to consult a specialist, the Institute shall reimburse doctor's fees only if the concerned doctor is on Institute's panel of selected doctors. If medicines prescribed by the specialist are not available at the Institute's dispensary their cost will be reimbursed at 80% of the total amount, including specialist doctor's fees.
- 5.2 Institute shall reimburse 100% costs for common pathological tests of blood, urine and stool. While for other tests only 50% of the cost shall be reimbursed.
- 5.3 In case institute doctor or a doctor on institute panel advises for tests like CAT-scan etc., then only 50% of the cost of such test shall be borne by the institute.
- 5.4 On Case to case basis a student may be given advance for medical treatment. This advance from Students' Benefit Account shall only be given to students who have weak financial background. The recovery of such advance will be done before the completion of students' programme.
- 5.5 In case, a student is injured while working in a lab, institute shall provide the best medical facility available in Jabalpur city subject to the maximum amount of Rs 50,000.
- 5.6 In case, a student is injured while representing institute in a cultural or a sports event, institute shall provide the best medical facility available in Jabalpur city subject to the maximum amount of Rs 25,000.
- 5.7 On the referral of the Authorized Medical Attendant /CMO of the Institute that a student patient should be referred to the Out-Patient Department (OPD) of Government/CGHS recognized hospitals/dispensary unless reference to a specialist is considered necessary and charged levied at OPD shall be reimbursable. Such medical claim should be countersigned by the AMA/CMO of the Institute.
- 5.8 When treatment of specialist Doctor is considered necessary it will be restricted to two consultations only within 5 days for single treatment. The medical claims should be countersigned by the AMA/CMO of the Institute. If medicines prescribed by specialist Doctor are not available at the Institute's dispensary, their cost will be reimbursed at 80% of the total amount including specialist Doctor's Fee. Prolonged medical attendance and treatment whether Outdoor or Indoor is not allowed for the students.
- 5.9 After completion of treatment from Institute's AMA/CMO, OPD, Specialist Doctor medical reimbursement bill should be submitted to the Institute for reimburse meant within 30 days and for indoor patient it should be submitted within 90 days otherwise it will be barred.
- 5.10 No reimbursement or medical claims will be entertained from students away from campus (leave/vacation).
- 5.11 Medical expenses of the students will be met from membership of SHMC fund.

- 5.12 For such treatment like Dental/Eye/Skin only the cost of medicine be allowed as per Institute norms.
- 5.13 In case of medicine purchased from outside Certification by Institute Doctor that the medicine was not available in the stock will be required.
- 5.14 Spouse and kids of married students residing on campus shall be provided medical facility on payment basis (as fixed by Institute).

Advantages/Disadvantages of Treatment taken under Medical Attendance Policy adopted in Government and Medclaim Policy purchased from Insurance Companies.

Sl No.	Govt/CGHS Medical Policy	Mediclaime Policy
1.	Applicable to all government employees and their dependents irrespective of age.	Applicable to Government employees, their children between the age of 3 months and above and parents upto the age of 80 years only.
2.	Benefits to employees are given for treatment of all diseases/accidents etc	There is a long list of diseases which are not covered by mediclaime policy.
3.	Applicable for both OPD and In patient treatment.	Applicable for In patient treatment only except domiciliary treatment.
4.	The above policy still to be continued for non covered diseases/treatments.	It does not fully relieve the Institute from its liabilities as treatment and reimbursement for non-covered disease are still to be taken in Govt Hospitals.
5.	No third party administrator is required.	Involvement of Third Party Administrator (TPA). The insurer hands over the job to the TPA which causes delay in treatment and inconvenience to the organization and employee.
6.	All the admissible expenses are given as per Govt rules	All the expenses such as patient registration charges, ambulance, toiletry etc. are not covered.
7.	Treatment can be taken in any Govt/Private hospital(CGHS recognized hospitals) and in emergency cases in any hospital	Cashless treatment can be taken in enlisted hospitals only.

FC/2010/01/ANNEXURE- VIII

Purchase Manual

PDPM

Indian Institute of Information Technology,
Design and Manufacturing Jabalpur

PURCHASE MANUAL

(Draft for approval)

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**Indian Institute of Information Technology,
Design and Manufacturing Jabalpur**

PURCHASE MANUAL

(Draft for approval)

1. Introduction

This manual outlines the procedures to be adopted for the purchase of various kinds of equipment and items, both from Institute's main account as well as from the projects funds, but excludes the purchases to be made by the Central Library and the Institute Works Department.

2. Abbreviations and Definitions

2.1 Abbreviations

AS-Account Section

BG – Bank Guarantee

BOG-Board of Governors

CA-Competent Authority

CS-Consumable Stock

CFA-Competent Financial Authority

CPC- Central Purchase Committee

DD – Deputy director

DORD – Dean of Research and Development

DR – Dy. Registrar

FC – Finance Committee

GFR-General Financial Rules

HOD – Head of Department

IA-Internal Audit

IR – Inspection Report

LTAS-Limited Time Asset Stock

NCS-Non Consumable Stock

PI-Project Investigator

PO- Purchase Order

PPF – Purchase Proposal Form

R&D – Research and Development

RC – Rate Contract

SPS – Stores and Purchase Section

SPO – Stores and Purchase Office

2.2 Definitions

Approved format: At different places in this document reference is made to approved formats. All such formats shall be approved by the Director from time to time.

Department: In what follows, Department shall mean a Discipline Group/Center/Central Facility/Section or any entity in the Institute which has a separately allocated budget.

Head of Department: Head of Department shall mean the convener of a discipline/Centre/Central Facility/Head of a section or any entity in the Institute which has a separately allocated budget.

Project: In what follows, Project shall mean and include any sponsored research, consultancy project or any other activity which has a valid project number given by the R&D office of the Institute.

Project Investigator: A regular employee of the Institute whose name is recorded as a project Investigator in the records pertaining to the project in the R&D office.

Purchaser: The individual who signs as purchaser in the purchase proposal form shall be referred to as a purchaser.

Seller: A seller refers to the company/vendor/dealer/agent/individual party from whom the institute may potentially buy goods or services.

Temporary Contingent Advance: It is an advance which can be taken to meet contingent expenses on NCS/LTAS/CS/Miscellaneous items. This should normally be taken from the appropriate budget head.

Rate Contract: A Rate Contract (commonly known as RC) is an agreement between the purchaser and the suppliers for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

3. Classification of Items:

All items to be procured shall be classified into three categories viz, Non Consumable Stock (NCS), Limited Time Asset Stock and Consumable Stock (CS).

3.1 Non-Consumable Stock (NCS): Items satisfying any one of the following conditions shall be classified as non-consumable stock:

- (a) Items which are intended to be used over prolonged periods before becoming unusable, or obsolete,
- (b) Items having a significant disposal value,
- (c) Items which are subsystems, or parts of an equipment, which can be potentially repaired and reused, and
- (d) Items which are either fabricated, or assembled equipment, and which if bought as a single item would have been classified Non-Consumable Stock.

All non-consumable stock has to be entered into the Asset Register of the Institute and the NCS Stock register of the appropriate Department.

Examples: (examples are indicative and not exhaustive) plant machinery, equipment, fabricated equipment, instruments, assembled instruments, motors, gas cylinder, workshop machines, furniture and books etc.

3.2 Limited Time Asset Stock (LTAS): Items satisfying any one of the following conditions shall be classified as LTAS.

- (a) Items which have significant value when purchased but rapidly lose their value/relevance with the lapse of time and have very little or negligible disposal value, and/or
- (b) Items which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions.

All LTAS shall be entered into the Limited Time Asset Stock Register of the Institute and in a separate Limited Time Asset Stock Register in the appropriate Department.

Examples: (examples are indicative and not exhaustive) Computers, disk and other peripherals drives which are computer accessories, software, printers, monitors, telephones, mobile etc.

3.3 Consumable Stock (CS): Item satisfying any one of the following conditions shall be classified as CS:

- (a) Items which exhaust with lapse of time,
- (b) Items which are rendered unusable due to normal wear and tear,
- (c) Items which do not have significant disposal value, and
- (d) Spares of equipment which do not fall either in the NCS or LTAS category.

The CS shall be entered in the CS Stock register of the appropriate department. For projects, the CS shall be entered in the CS Stock register for the project.

Examples: (examples are indicative and not exhaustive) chemicals, medicines, stationery items, printer ribbons and cartridges, pen drive, floppies, CD ROMs, magnetic tapes, chips and electronic components like resistors, capacitors, connectors etc, electrical components like wire switches, plugs, bulbs, cells, toolbits and hand tools etc.

If the spares are purchased for fabricating or manufacturing any equipment, such spares are to be treated as Non Consumable items. However, if a spare is purchased for replacing any spare of an equipment, such spare be treated as CS, provided such spare does not have any replacement value.

In case of a dispute regarding the classification of an item, the decision of Director shall be final.

4. Financial and Sanctioning Powers:

The following table gives the financial limits up to which the concerned person has authority to approve purchases within the allocated budget of the department/project. Such a person shall be referred to as the Competent Financial Authority (CFA). It is the responsibility of the CFA to ensure that sufficient funds are available for the purchase.

Sr. No	Competent Authority	Financial	Non-Consumable (NCS)	Limited Time Asset Stock (LTAS)	Consumable Stock (CS)	Temporary Contingent Advance
1	Director		All cases	All cases	All cases	All cases
2	DD/DORD (for project purchase only)		10,00,000/-	5,00,000/-	2,00,000/-	1,00,000/-
3	Registrar/ HOD/ Project Investigators (for project purchase only)		2,00,000/-	1,00,000/-	50,000/-	5,000/-

Notes:

1. The above limits apply to indigenous purchase as well as import. For the purposes of imports the Indian Rupee equivalent of the foreign currency on the date of sanction should be considered.
2. All temporary contingent advances shall be adjusted as per the guidelines approved by the BOG from time to time.
3. The financial and sanctioning powers as given above are approved by BOG and can be revised by the BOG from time to time.
4. For the purposes of this manual, Acting HOD and Acting DORD shall exercise the same financial powers as the incumbent unless decided otherwise by the Director.

5.0 Category of Firms, Registration & Blacklisting:

There shall be the following categories of firms for inviting quotations for purchase of materials/ services/equipments/instruments etc.

5.1. Local Registered Firms:

Local (within municipal area of Jabalpur) general suppliers, authorized agents/distributors of the manufactures/service providers and firms undertaking job works can be registered with

the Institute as per the procedure mentioned in **Annexure -I**.

For obtaining such registration the firms shall be required to be registered with Sales Tax Office and should have Service Tax Registration, Tax Prayer Identification No (TIN) and PAN allotted to them. The firm must maintain an office/shop/show room registered in its own name, in the market/industrial area or another suitable place and should have a bank account wherein the payments may be sent directly in the bank. The firm needs to provide all the bank details in the prescribed format for e-payment of the bills. The bank statement with proper transaction/reference number for such online bill payment shall be considered as acknowledgement for institute's record. (The firm has to give an undertaking in this regard that institute shall not be responsible for any delay/problem in credit of e-payment).

5.2 Outside Registered Firms:

The firms hailing from outside (beyond the municipal limits of Jabalpur) must be manufacturing or authorized dealers/agents/stockiest/suppliers/service provider of manufacturer. Purchase can be made only from those reputed sellers who have sales tax registration/CST registration, MPST registration, Shop Act registration, PAN (Income Tax), Tax Prayer Identification No (TIN) and relevant excise registration, wherever applicable. Such firms shall be required to provide a valid authority in this regard.

5.3 General Rules for Registered Firms:

Credentials including manufacturing capacity, quality control facilities, past performance, after-sales service, financial background etc. of the firm shall be carefully verified by the Institute.

The registered firms shall be liable to be removed from the list of approved firms if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply substandard items/goods or make any false declaration to the Institute or for any other grounds which, in the opinion of the Institute, is considered to be against the public interest.

Registered firms shall ordinarily be exempted from furnishing bid security along with Limited Tender bid. But they will not be exempted from the performance security.

The firm will be registered for a fixed period, normally up to 3 years, depending on the nature of the supplies to be made by them. At the end of the period, the registered firms willing to continue with registration should be required to apply afresh for renewal of registration as per procedure given in **Annexure-II**. New firm may also be considered for registration at any

time, provided they fulfill all the required conditions.

All the firms should be registered with the SPS for supplies of specific items, including direct supply.

5.4 Black listing

Blacklisting of firm can be done on the recommendations of the Purchaser/PI and with approval of Competent Authority. The SPS shall process all such cases reported by the Department. A committee specially constituted by the Director/DD shall examine the case and shall submit its recommendations to the competent authority for final action. The committee may recommend to debar/suspend the business dealings for specified period of time or may recommend blacklisting the firm. The information on such firms shall be promptly and widely disseminated by SPS to all concerned.

6. General Procedures and Rules for Purchases:

Depending upon the nature of the required goods, the quantity & value involved and the period of supply, the purchaser has to decide the appropriate mode of purchase as mentioned in the subsequent paragraphs except where stated otherwise.

6.1 Purchase of Goods without Quotation

Purchase of goods upto a value of Rs. 25,000/(Rs Twenty Five Thousand only) on each occasion may be made without inviting quotations/bids by the competent authority on the basis of a certificate recorded by him in the following format:

“I _____ am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

Signature

All Purchases as in the serial number 6.1 can be made directly by the purchaser from the market/authorized dealers (after ensuring that the price is reasonable) or through CPC. Such purchases shall be done in the following three ways:

- a) Directly by the purchaser through an advance drawn for the purpose. This advance shall be subsequently adjusted, for which cash memo/bill/receipt and proof of entry in the appropriate Stock and Asset (if relevant) Register must be submitted.

Approved formats shall be used for drawing the advance and for adjustment. For project purchases the form for advance shall be sent to R&D office and for Non--project purchases it shall be sent to the AS. Intimation must be sent to SPS/ R&D office in case of NCS, CS and LTAS purchases for entering the item in Asset register, otherwise bills for payment will not be passed by AS/ R&D office and shall be monitored by Internal Audit.

- b) By the purchaser making the purchase directly from the seller and the payment being made by the R&D office for project purchases and Accounts Section for non project purchases. Payment will be made against proper invoice/bill/tax invoice proof of challan/transfer invoice of the item by the purchaser and entry in the appropriate stock register and Asset Register (wherever relevant). Intimation must be sent to SPS/R&D office in case of NCS and LTAS purchases entering the item in Asset register, otherwise bills for payment will not be passed by AS office and shall be monitored by Internal Audit.
- c) Through SPS, for which the quotation duly signed together with the PPF approved by the CFA shall be sent to SPS for placing the order and further processing.

6.2 Purchase of Goods by Purchase Committee

Purchase of goods costing more than Rs. 25,000/(Rs. Twenty Five Thousand only) and upto Rs.1,00,000/- (Rs One Lakh only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of at least three members of an appropriate level as approved by the CFA. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order the members of the committee will jointly record a certificate as under:

“Certified that we _____ members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

Signature of the committee members

6.3 Purchase of Goods by Obtaining Bids/ Quotations/ Tenders:

Except for the purchases mentioned above in 6.1 and 6.2, goods can be procured by obtaining the bids/quotations/tenders using the following standard methods:

- (i) Limited Tender Enquiry (LT)
- (ii) Advertised Tender Enquiry (AT)
- (iii) Single Tender Enquiry (ST)

Purchase committee of at least three members approved by the appropriate CFA shall carry out the purchase process for purchases under these categories. Departments may also get a committee approved by the CFA for a maximum period of one year to make such purchases.

For bulk purchase of items required by multiple departments (e.g. medicines, stationery items, chemicals, furniture etc), SPS shall carry out complete purchase process.

SPS shall check purchase documents (approval from CFA, enquiry letter, bids, comparative statement etc) for every purchase under these categories and forward the purchase file for necessary approval from CFA before issue of PO.

6.3.1 Limited Tender Enquiry (LT)

For purchases up to a value of Rs.25,00,000/- (Rs. Twenty Five Lakhs), enquiry should be floated by registered post/courier/fax/email/speed post to atleast four firms. Enquiries may also be sent to reputed suppliers of the goods, even if they are not registered with the Institute. A copy of all enquiry letters should be displayed on the Institute website. Last date of submission of tender and date & time of tender opening should be clearly mentioned in the enquiry letter/tender notice. Sufficient time (not less than 10 days) should be allowed for submission of bids.

Quotations must be received in a sealed cover. If the required numbers of bidders are not available through this process, the procedure for paper advertisement may be resorted to. Decision for procurement may, thereafter, be taken on the basis of total bids received on both the occasions, even if it is less than the requisite number.

6.3.1 (a) Purchase through LT may be adopted even when the estimated value of the procurement is more than Rs.25 lakh, in one of the following circumstances, with prior special approval from Director:

- (i) The competent authority certifies that the demand is urgent and any additional

expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The nature of the urgency and reasons why the procurement could not be anticipated earlier should be put on record.

- (ii) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
- (iii) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.
- (iv) Nature of items to be procured is such that pre-verification of competence of firm is essential, hence requires registration of firms.

6.3.2 Advertised Tender Enquiry (AT)

For purchases of any item having estimated cost above Rs.25,00,000/- (Rupees Twenty Five Lakhs), purchase will be done by inviting bids through advertisement in at least one national and one local newspaper, excluding the exceptions mentioned under paragraphs 6.3.1 (a) and 6.3.3.

Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Last date of submission of tender and date & time of tender opening should be clearly mentioned in the enquiry letter/tender notice.

6.3.2(a) In case, less than three bids are received, the bids may be considered for processing for purchase. However, if only one bid is received against advertised tender, re-tendering should be done. If again only one bid is received in the stipulated time, that can be processed for purchase of goods/items.

6.3.2(b) If re-tendering is not possible due to urgency, the single received bid can be processed after obtaining the approval from CFA by mentioning the reasons for urgency.

6.3.3 Single Tender Enquiry (ST) (Proprietary Article)

Procurement of goods on single quotation basis may be followed in the following circumstances.

- It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods or proprietary item.
- In case of emergency, the required goods are necessarily to be purchased from a particular source and reason for such decisions is to be recorded and prior approval of the competent authority be obtained before effecting the purchase.
- For standardization of machinery or spare parts to be compatible with the existing sets of equipment, the required item is to be purchased only from a selected firm.
- The indenter should provide a certificate that the price quoted by the firm is reasonable and the same is a proprietary item.
- The quotations through email can be accepted provided a hard copy duly completed in all respect is received before placing the PO.

Purchase of items of a proprietary nature (i.e. item which do not have substitutes, or are spare parts of already existing equipment for which substitute replacements are not available) can be done on the basis of a single quotation irrespective of the value of the item. In such cases the purchaser must furnish a proprietary certificate (as placed at **Annexure-III**). If the total value of the item is more than Rs 1,00,000/- (Rs. One Lakh) a proprietary certificate must be obtained from the supplier stating that they are the only source of supply /manufacture.

6.4 Repeat Orders

Repeat orders are processed subject to the following conditions:

- The repeat order can be made with no change in the rates, specifications as well as terms & conditions of supply.
- The repeat order can be placed within 120 days time from the date of issue of PO and should not be after six months from the date of quotation of the item(s).
- After ensuring that there is no significant reduction (more than 10%) in the cost of the item(s).
- No repeat order will be placed if buyback is involved in the purchase.
- Any amended order shall not be considered for repeat order.
- The value of Repeat order shall not be more than the original order.
- The quotation through e-mail for purchase under this category can be accepted,

provided a hard copy duly completed in all respect is received before placing the purchase order.

6.5 Purchase of Rate Contract Goods

A Rate Contract (commonly known as RC) is an agreement between the purchaser and the registered firm/suppliers for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

Based on requirements identified by the SPS, the Institute may enter into rate contract arrangements for specified terms from one or more sellers for a specified length of time. The details of such arrangements shall be negotiated by a committee constituted by the Director/DD. The recommendations of the committee shall be approved by the Director before they are formally adopted. The period for which the Rate contract is valid will be counted from the day the rate contract is formally adopted. The process for entering into rate contract arrangements shall be initiated by SPO.

In case of items for which Directorate General of Supplies & Disposals (DGS&D) Rate Contract exist; the SPO will procure these items by placing direct orders on the firms.

Any item may be purchased on single quotation basis at DGS&D approved rate from authorized and established firms authorized by the manufacturer. But the firm has to furnish latest DGS&D rate contract copy. Rate contract will not be a binding as long as other purchase process is followed.

6.6 Purchase under Buy Back Scheme

If any item is purchased under buy back scheme for old one, quotations are to be invited clearly mentioning the specification of old and new item asking the buy back offer from the vendor. After finalizing the deal a condemnation report is to filled up on GFR17 form for old item, signed by all members of condemnation/write-off committee, approved by Director and finally to be sent along with PPF. It is to be mentioned on GFR17 in the column of mode of disposal that item is being given to the firm under buy back scheme. Procedure of purchase under buy back scheme should follow the same lines as detailed in sections 6.2-6.3.

6.7 Two Bid System

For purchasing capital equipment, high value plant, machinery etc. of complex and technical nature, tender enquiry (LT or AT), complete in all respects, may be issued as usual. However, the tenderers should be asked to bifurcate their quotation in two parts. The first part is to

contain the relevant technical specifications and allied commercial details as required in terms of the tender enquiry documents and the second part should contain only the price quotation. The first part is commonly known as a 'Technical Bid' and the second part 'Financial Bid'.

The technical bid and the financial bid should be sealed by the tenderer in separate covers. The technical bids are to be opened in the first instance, at the prescribed time and date and the same will be scrutinized and evaluated by the competent committee / authority with reference to the parameters prescribed in the tender documents and the offer received from the tenderers. Thereafter, in the second stage, the financial bids of only the technically acceptable offers (as decided in the first stage above) are to be opened for further scrutiny, evaluations, ranking and placement of contract.

6.8 Late Tender

In the case of advertised tender enquiry, or limited tender enquiry, late tenders (i.e. tenders received after the specified date and time for receipt of tenders) should not be considered.

6.9 Purchase procedure for the items not covered under 6.1 above

Quotation shall be invited by the SPS as per the prescribed procedure. Indenter will send approved indent with detailed specifications for inviting quotations to SPS for both the purchases (Institute and Projects). SPS after inviting quotations and making comparative reports will send to concerned indenters of Institute/Projects purchases for making recommendations for placing order. However, an indenter can also process the purchase following the rules/procedure of purchase. In this case also, final PO will be issued by SPS only. The purchase shall be processed based on at least three quotations from reputed sellers unless an exemption to this effect has been explicitly obtained from the Director/DD/DORD. It is not correct that enquiry be sent to only three firms and get three quotations only. Enquiry should be floated to as many vendors as possible (almost all available vendors) to have competitive rates. Quotation can be called and received by registered post/ speed post/courier service in sealed cover. Typically, the call for quotation should mention as follows:

- (i) the specification of the item(s) and end use of the required goods,
- (ii) quantity to be purchased,
- (iii) the date and time by which the quotation should be received,
- (iv) the date by which deliveries are expected,

- (v) the date on which the quotation will be opened (wherever necessary),
- (vi) warranty requirements,
- (vii) the criteria for eligibility and qualifications to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position etc.;
- (viii) requirement of test certificate, if any,
- (ix) requirement of type approval for compliance of statutory requirements with respect to pollution ,emission, noise, etc.
- (x) training, technical support, after sales service and annual maintenance contract requirements, if any.
- (xi) period of validity of quotation,
- (xii) Schedule and terms of delivery duly indicating that offers with delivery beyond the stipulated period will be treated as unresponsive;
- (xiii) Bid Security (EMD) to be furnished along with the bid;
- (xiv) Performance security to be furnished by the successful bidder
- (xv) special requirements of packing and marking, if any,
- (xvi) normal payment terms of the institute,
- (xvii) tax exemptions applicable and
- (xviii) any other special terms and condition which are applicable.

6.10 Quotations/bids must be opened in public in the presence of all purchase committee members or their nominee /purchaser as the case may be. All quotations/bids must be signed by all present members of the committee / purchaser (along with date). Signatures are necessary on the covering envelope, financial part of the bid, specifications and the part which contains the terms and conditions. Negotiations should be done only with L1 bidder.

There shall be a standing committee comprising of In-charge SPO or nominee, Finance Officer/ DR, Audit Officer and one more official for opening quotations received against advertised tender (AT).

6.11 In all purchases with multiple quotations, the report of the purchaser/purchase committee should include the following:

- a) A comparative statement of all dealers/sellers indicating all taxes, freight, forwarding etc (i.e. the total cost of the purchase).
- b) The dealer from whom purchase is recommended and the order value of the

purchase.

- c) In the event, purchase is recommended not on the basis of lowest quotation, the reason thereof should be explicitly stated.
- d) Any other relevant information.

6.12 All the purchases exceeding Rs. 25,000/(Rupees Twenty Five Thousand only) must be pre-audited through Internal Audit. This will be applicable for direct purchases as well as purchase through SPS.

6.13 Amendments / Modifications to Tender Notice/ Enquiry

Sometimes, situations may arise necessitating modification of the tender documents already issued (LT case)/ advertised (AT case). In such situations, it is necessary to amend/modify the tender documents suitably prior to the date of submission of bids. Copies of such amendment / modification should be simultaneously sent to all the selected suppliers by registered/speed post/courier/e-mail in case of LT. In case of AT, the copies of such amendment / modification are to be put in the web site immediately. The tenderers will be responsible to check the website time to time and Institute shall not be held responsible due to negligence of tenderer. For comparing bids in such cases amended document shall only be considered. When the amendment/modification changes the requirement significantly and /or when there is not much time left for the tenderers to respond to such amendments, and prepare revised tender, the time and date of submission of tenders are also to be extended suitably, along with suitable changes in the corresponding time-frames for receipt of tender, tender validity period etc and validity period of the corresponding EMD/bid security. Depending on the situation, such an amendment may also need fresh publication adopting the same procedure as for publication of the original tender enquiry.

6.14 Amendments / Modifications to Tenders

The tenderer, after submitting its tender, is permitted to submit alterations/modifications to its tender so long such alterations/modifications are received duly sealed and marked like original tender, upto the date & time of receipt of tender. Any amendment/modification received after the prescribed date & time of receipt of tenders are not to be considered.

7. Payment Terms:

7.1 Except for purchases under serial no 6.1, the payment terms shall be as approved by the CFA in the sanction sheet, however normal payment terms for indigenous purchases shall be 90% on delivery of the items and the remaining 10% after satisfactory installation/inspection. Terms of payments may be changed from item to item, for example, liveries, stationery and furniture etc. For such items the payment may be made 100% against delivery subject to the inspection and approval by the competent authority. For small purchases upto 25,000/- of any items 100% payment against delivery and inspection may be done.

7.2 Payment terms against dispatch documents through bank are not allowed as far as possible keeping in view the risk involved. However, this may be allowed for Government/ Public Sector Firms.

7.3 Ordinarily, payments should be released only after the services have been rendered or supplies have been made. However, in exceptional cases, an advance up to 30% of the cost can be given with prior approval of Director. Any advance payment to the seller (i.e. private firm) shall normally be made only against a bank guarantee of the requisite amount. Any deviation from this or advance payment against any other mode of guarantee shall be specifically approved by Director/DORD [for projects only].

7.4 If the payment term is against delivery/COD(cash on delivery)/ then after receiving the goods indenter shall inform account section to release the payment after being satisfied.

7.5 For balance payment, after receipt of satisfactory IR the items must be entered in appropriate stock and asset register. The SPS will submit the necessary document complete in all respect within one week to R&D office for project purchases and AS for all other purchases for release of payment. AS will ensure that the payment due are released within 7 working days through cheque/draft/e-payment directly to the seller by registered post/courier/online transfer (in case of e-payment).

7.6 On specific request from the purchaser the cheque/draft can be given to the purchaser for onward transmission to the seller. In such a case the purchaser shall be responsible for submission of the receipt from the seller to AS. When cheques are sent to sellers directly by Account Section for the balance and final payment a copy of covering letter must be sent to SPS for information and closing the file.

8. Liquidated Damages (Late Delivery)

There should be a suitable provision in the terms & conditions of the contract for claiming liquidated damages of appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible. Such recovery through liquidated damages should be without prejudice to the other remedies to the purchaser under the terms of the contract.

A penalty clause for a penalty of 1% of the delivered price of the delayed goods for each week or part thereof subject to a maximum of 10% of the delivered price is to be incorporated in the contract terms. If the payment term is 100% against delivery and if there is delay in supplying the material then a cheque of penalty amount must be taken from the seller in favour of the Director, PDPM, IITDM Jabalpur.

9. Purchase Sanction and Receipt of items:

All purchases except those in serial no 6.1 must be approved by the CFA.

9.1 If for any reason a financial change in the purchase order is required, the request for such a change shall be thoroughly examined by IA and shall be approved by the CFA before the change is issued in the form of an amendment to the original purchase order by the SPO.

9.2 All purchases, except those listed above serial no 6.1, shall be made through a purchase order placed on the seller by the SPO of the institute, who shall be responsible for receipt of goods and the subsequent dispatch of the receipted goods to the purchaser along with copies of IR.

9.3 The purchaser shall submit the IR within 15 days of installation/delivery as the case may be with appropriate comments.

Wherever the purchase has been processed through a purchase committee, the purchaser shall ensure that the committee has carried out the inspection of the items prior to submission of the IR to SPS.

9.4 The SPS shall be responsible for clearance of all consignments at railway stations, sea, airport, and transport godowns and safe transportation and storage. Insurance of items shall be done before dispatch either by seller or SPS.

9.5 In the event of any shortage/damage/wrong supply, prompt action will be initiated by SPS to rectify the same. In case the supplier fails to rectify the shortage/damage/wrong supply in a

reasonable time, the matter shall be referred to the legal cell to recover the full cost paid. SPO shall lodge Insurance claims, and pursue them vigorously to realize the sum insured.

9.6 Once the purchase has materialized satisfactorily, the items must be entered in the appropriate stock register of the department/project and in the Asset Register of the Institute, where ever relevant.

9.7 The payment order, signing of bills, signing of cheques for the processing of payments and adjustment shall be in accordance with the delegation of powers as enumerated in clause 4.0.

9.8 Any increase in the price of item(s) ordered which is directly and entirely attributable to fresh imposition or increase in Government levies and taxes may be allowed subject to furnishing of sufficient valid written proof by the supplier.

9.9 The Director may at his discretion permit deviations from any of the above provision if he is satisfied that such deviations will be in the interest of the institute and that the insistence on the above provisions can cause inconvenience and delay.

9.10 All purchases/Rate Contract Arrangements will be audited by the Internal Audit Section (IA) of the institute except in the following circumstances;

- a) Individual purchases done as per an existing Rate Contract arrangement,
- b) a repeat order if there is no change in price.

9.11 The rates should preferably be quoted both in words and figures. All cuttings, overwriting should be duly initialed, failing which the quotation/tender/bid shall be liable to be rejected.

10. Annual Maintenance Contract:

Depending on cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contracts for a suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are specially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for. The paid maintenance should commence only there afterwards.

The annual maintenance contract, repair contract, repair work from the manufacturer / manufacturer's authorized supplier, in respect of various equipment in the institute, may be entered into with the approval from Director for a maximum of 10% of the equipment cost or Rs 1,00,000/whichever is less. In all other cases, quotations will be invited and normal purchase rules shall be adhered to.

In case of renewal of the Annual Maintenance Contract, the following points may be taken care of while sending the proposal for renewal of Annual Maintenance Contract;

- AMC should be from a prospective date. In order to ensure this, the concerned official shall be required to initiate action for renewal of AMC at least 45 days before the expiry of previous AMC.
- In case of renewal, the service report /log book (of xerox copier) should be sent along with the proposal.
- In case of any increase in the AMC cost when compared to previous AMC, necessary justification for increase in price may be obtained from the firm and enclosed along with the indent.
- Advance should be paid against bank guarantee, if the amount is more than Rs.1,00,000/

11. Purchasing of Import Items:

Generally the procedure outlined in the previous section shall be followed for procurement of items through import. However, the following is especially applicable to imports.

11.1 Any category of item can be purchased from foreign suppliers subject to restrictions on imports as imposed by the Government of India from time to time.

11.2 Provision of exemption (if applicable) in customs duty must be availed.

11.3 Import should normally be made directly from the foreign principal manufacturers. In the event a purchase is made through an Indian agent of the foreign company, proof that the Indian agent is an authorized agent of the foreign company must be obtained and must be part of the documents pertaining to the purchase. Any commission of the agency which may be payable to the Indian agent can be paid only in Indian Rupees (unless there is a change in Government of India rules which may necessitate payment in foreign currency).

11.4 If a foreign company has opened an office in India then it can authorize any Indian agent to deal with PDPM IIIT DM Jabalpur.

11.5 All imports shall be done through the import unit of the SPS. The In-charge, import unit shall ensure that the item being imported does not fall under the restricted /negative/banned category.

11.6 Request for quotation for items to be procured through import may be sent through email, in addition to registered post /speed post/courier/fax.

11.7 Quotations may be accepted by email for amount less than US\$ 2000 or equivalent but it should be duly verified by the indenter, provided a hardcopy of the same is received before releasing P.O.

11.8 Payment for import shall normally be made through a letter of credit. However, payment can also be made by a draft, subject to the restrictions placed by the Reserve Bank of India.

11.9 Advance payment by a foreign currency draft/TT can be made up to a value of US\$ 10,000/(or equivalent in foreign currency). For such payments, the advance payment will be treated as an advance against the purchase until it is adjusted.

11.10 Term of shipment should be on FOB price of that country and not CIF, as Institute has hired the services of a Freight Forwarder. However CIF price may be accepted as a special case on case to case basis depending on the situation.

11.11 The In-charge, import unit will be responsible for placing orders, opening/amending extending letters of credit, insurance, clearance and transportation of goods, processing for short shipped/damaged goods.

11.12 Wherever required, the Institute shall avail the services of clearing/ consolidation agents for foreign consignments arriving by air/sea. Such clearing agents shall be hired on the basis agreed terms or single consignment basis; whichever may be advantageous to the institute.

11.13 The In-charge, import unit shall maintain a stock register in which all imported items received shall be entered. Delivery of foreign consignments to the purchaser will be made against the signature in this register. All imported items shall be appropriately entered in the departmental stock/ asset register (if applicable).

11.14 Inspection/Installation Reports (I.R.) must be returned to SPS duly approved, or rejected, within three days, failing which it will not be possible to lodge the claim of damage to the Insurance Company and it will be presumed that materials supplied are acceptable to the indenter.

12. Import of items through individual International Credit Card:

12.1 Limit of payment of individual credit card is upto US\$ 2000, or equivalent as per directives of the RBI. The purchaser must take the approval from the CFA in advance.

12.2 Indenter must ensure through import section if the item is not banned/ canalized.

12.3 Indenter should also declare that the item is not for sale, or profit, making it clear that it is exclusively for research purpose.

12.4 Indenter should ensure that the item is of proprietary nature and only this Firm is manufacturing and simultaneously he should also declare that the requirement will be fulfilled by this item only.

12.5 If the item is not of proprietary nature then the indenter should declare the price quoted by the Firm on the email is quite reasonable in comparison with national/international market and that he has assured himself by seeing the prices of different Firms on the internet.

12.6 Indenter should get approval of CFA before placing the order by credit card and inform import section for recording the amount for onward submission to Ministry Of Science & Technology, Department of Scientific & Industrial Research, Delhi, for the registration of exemption (if applicable) of customs duty. For this, one copy of order is to be sent to import section.

12.7 Shipping mode and port of shipment must be clear in the order as to whether the shipment will be Ex-works/FOB/C&F/CIF/FAS/CIF etc.

12.8 Shipping details should be intimated by the indenter to the Import Section before it is dispatched and shipping should be through Institute authorized Freight Forwarder.

12.9 Each and every event development be intimated to the import section to avoid delay in release leading to demurrages for the material.

13. Maintenance of Record

This section describes the records pertaining to items that must be maintained by the Institute, departments, sections, units so as to facilitate proper stock verification, write-off and revaluation of stores, besides the transfer of item from one user to another.

13.1 The Institute shall maintain a record of all purchases in the NCS category in the Asset Register of the Institute. Each entry must contain at least the following information: (a) purchase order number and date, (b) brief specification of the item, (c) date of entry in the Asset Register, (d) name of the department, and (e) cost and project number (if applicable). The total value of all the assets entered in the Asset Register during the financial year shall indicate the value of the assets to be capitalized in the balance sheet of the corresponding financial year.

13.2 The Institute shall maintain a record of all purchases in the LTAS category in the Limited Time Asset Store Register of the Institute. Each entry must contain at least the following information; (a) purchase order number and date, (b) brief specification of the item, (c) date of entry in the Asset Register, (d) name of the department, and (e) cost and project number (if applicable). The total value of all the assets entered in the LTAS register during the financial year shall indicate the value of the limited time assets to be capitalized in the balance sheet of the corresponding financial year.

13.3 Each Department shall maintain the following three separate registers. NCS Stock Register, LTAS Stock Register and Consumables Stock Register. Items in the different categories purchased by the Department shall be entered in the appropriate register.

13.4 Each project shall maintain a project consumables register. All CS items purchased from the project shall be entered in this register. All NCS and LTAS items must be entered in the NCS Stock register or the LTAS Stock register of the associated department. Project investigators, if they wish, may maintain separate NCS and LTAS stock register for their project, but it is necessary to enter NCS and LTAS items as the case may be in the stock register of the associated department. Each register must have consecutively numbered pages after the certificate page and the index, which shall be at the beginning of the register.

13.5 The register should have following certificate on the first page ;

“Certified that this register contains a total of pages and each page has been consecutively numbered on both sides from to”.

Date :

Signature of HOD

13.6 The office shall be the custodian of all Stores, purchase records pertaining to NCS and LTAS items of the institute (including those for projects). All original documents related to any such purchase (including for inquiries, report of purchase committee, sanction sheet, purchase order, invoice/bill, delivery challan, and inspection reports etc) shall remain with office after purchase is complete. These records /documents will be maintained for such periods as may be stipulated by Government Financial Rules of the Central Government. After the stipulated period, the record / documents may be destroyed with the specific approval of the Director.

13.7 Director shall appoint a committee to conduct an annual stock verification of all items on the previous stock register of the department/ project at the end of financial year. The committee shall submit a report in the approved format to the director for onward transmission to office. The office shall be responsible for issuing a notice for annual stock verification every year.

13.8 Once a year the Director shall constitute a Physical Stock Verification committee of not less than three members. This committee shall survey all the NCS and LTAS stores and recommend write off for NCS items which are not useable and not serviceable and revaluation for LTAS items which have become obsolete. For NCS the committee shall record the reason for recommending write off. For LTAS the committee shall revalue the LTAS and report all those items which may be considered to be as of no value with reasons recorded. Committee shall forward the report to the Director for approval. This report subsequently shall be sent to office for necessary action.

14. Records of Consumable, Non Consumable and LTAS Items Received through Gifts, Donations and Samples received by the Institute.

The Institute has been receiving various types of gifts, donations and non-returnable samples/components under various schemes as complimentary, under sales promotion or in kind etc from various universities, laboratories, manufacturers, suppliers and even persons. A consolidated record in this regard is maintained by the office. The concerned departments/user sections are, therefore, required to maintain the inventory/details of such items/gifts/samples in their own records and a confirmation to this effect is to be sent to the office not more than with one month of receipt of such items/gifts/samples.

15. Write off, Condemnation and Disposal

15.1 An item may be declared surplus or obsolete or unserviceable, if the same is of no use to the Institute or when the item is beyond economical repair. An item may be rendered surplus, obsolete or unserviceable in the process of upgrading or replacing institute property or when institute property or equipment no longer serves a functional use due to programme, procedure or other changes. Under such circumstances the property and equipment be disposed of in the best interest of the Institute as per the following guidelines with prior approval of the Director.

- a) Wherever possible, the items/equipment is traded under buy back scheme, so as to reduce the cost impact on the new items/ equipment.
- b) If the above option is not available, the property and equipment be sold out rightly with due procedures.
- (c) Obsolete, unusable materials beyond economic repair be disposed off as per procedure.

This manual outlines the procedure for write off and disposal of unserviceable materials.

15.2 Financial Powers

The following table gives the financial limits for writing off of the unserviceable items/materials with an individual value;

Sl. No	Competent Authority	Write off material items for disposal with an value of Rs.
1	Director	Below Rs. 1,00,000/
2	Board of Governors	All powers

15.3 General Procedure for Writing-off the Unserviceable Materials/Items.

15.3.1 The items to be declared the obsolete /surplus/ unserviceable should be examined by a committee at appropriate level to be appointed by the Director to declare an item of stores as obsolete, surplus or unserviceable and order their disposal. The committee should take into account the prescribed or stipulated life period of the stores. In case, such period is not prescribed /stipulated or it is not over, the committee should examine the conditions of stores

and record suitable reasons. If an item has become obsolete/surplus/ unserviceable on account of negligence, fraud or mischief on the part of employee, the same should be brought out clearly.

15.3.2 Where the "life period" has been prescribed on any item and the same is already over, it should normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to see whether the item could be put to further use.

15.3.3 In other cases, where the life period is not over or no life period has been prescribed or stipulated, the reason for declaring the item unserviceable should be clearly recorded such as, may be normal wear and tear, excessive use in public interest, accidental fire, flood and other natural causes, damage due to insect, rats etc.

15.3.4 An item may be declared obsolete / surplus if it is no longer required by the institute. Reasons for the same should be recorded.

15.3.5 In case of loss due to negligence fraud or mischief on the part of any employee responsibility should be fixed.

15.3.6 Authority competent to purchase a store shall be competent to declare the store as obsolete / surplus /unserviceable.

15.3.7 The condemnation Committee shall submit its recommendations in the prescribed form (i.e. FORM GFR 17) obtainable from the office after ensuring that items have become unserviceable, obsolete due to wear and tear and is beyond economic repairs. Separate GFR-17 form should be filled for Account -I , Account-II items/equipments as well as for the value below Rs,1,00,000/and above Rs1,00,000/respectively.

15.3.8 After approval of the Director on the recommendations of condemnation Committee, Department / Section shall forward a copy of the Director's approval to the office with copy to CPC.

15.3.9 Actual physical disposal of items which have been written-off will be done only after the Director has approved the recommendations of the write-off /condemnation committee.

15.3.10 Label the items/ materials for write off.

15.4 The write-off/condemnation Committee shall consist of :

(i) Dean/HOD

-Chairperson

- (ii) One Dy. Registrar, or equivalent - Member
- (iii) In-charge (SPS), or his nominee -Member
- (iv) In-charge (Internal Audit) or his nominee - Member
- (v) Technical expert (Group 'A' rank) or his equivalent -Member

15.5 General procedure for materials that have been selected for disposal or obsolete, surplus or unserviceable stores.

Auction Committee shall consist of

- (i) DD/Nominee of DD/Any other person deputed by the Director - Chairperson
- (ii) In-charge (SPS) or nominee - Member Secretary
- (iii) Dy. Registrar/FO/Both or nominee -Member
- (iv) One Group 'A' rank officer -Member

15.6 Procedure for Auction

15.6.1 After approval of the Director on the recommendations of Condemnation Committee, Department shall forward a copy of the Director's approval to the Member Secretary, Auction Committee.

15.6.2 The concerned department shall make arrangement to remove the condemned articles/materials from the Department concerned to the place earmarked for their temporary storage, within a week from the date of receipt of the copy of the condemnation report. Items to be disposed of shall be under the custody of the Member Secretary, Auction Committee until their disposal.

15.6.3 The unserviceable materials shall be disposed of at least once in a year through open/sealed tendering.

15.6.4 The Auction Committee shall decide the mode of auction. As far as possible, the disposal would be through Institute tender notice/press tender notice where interested parties would be issued tender forms to quote the rate under sealed cover.

16.6.5 The tenders should be submitted in a sealed cover superscripted "Tenders for unserviceable materials", in the presence of Committee members and tenderer who may wish to be present.

15.6.6 The tenders shall be accompanied with earnest money deposit for items/stores, by way

of demand draft drawn in favour of the Director, PDPM IITDM Jabalpur.

15.6.7 Tenders received without Earnest Money Deposit would be straight away get rejected, or shall not be entertained.

15.6.8 The tender forms along with the terms and conditions may be obtained from the office on payment of prescribed fee.

15.6.9 The party whose tender is accepted will be required to deposit the balance amount (after adjustment of earnest money deposit) within a period of five days of the receipt of the order/notification. If the amount is not deposited within the aforesaid period, the acceptance of offer shall stand cancelled and the earnest money shall be forfeited.

15.6.10 After depositing the balance amount the party should lift the goods within a period of seven days. If the goods are not removed within the said period, the tenderer shall have no right or claim to the goods and whatever money has been deposited shall be deemed to have been forfeited. The institute shall be free to dispose of the goods in any manner as it may deem fit.

15.6.11 A sale account of auction shall be prepared (in triplicate) in the prescribed form and shall be submitted to the Director duly signed by the Chairman/ Members Secretary of Auction Committee.

15.6.12 The institute shall reserve the right to reject all or any tender without assigning any reason. The decision of the Director in this behalf and all other matters relating to the disposal shall be final and binding.

15.6.13 On receipt of the sale account the department/section/store purchase section will write off the auctioned items from the inventory/Asset Register.

15.6.14 For item not covered by the above procedure, special permission of the Director shall be obtained.

15.6.15 The Members Secretary Auction Committee shall arrange for the handing over of unserviceable materials to the successful tenderer after the deposit of the auction money in the institute.

15.6.16 It has been observed that very negligible value is quoted for items like Computers, Printers, Typewriters and Furniture etc. It will be, therefore, appropriate, if the preference is given to institute employees while selling off the above items after taking approval from the Director.

15.6.17 In case of any dispute, the jurisdiction of the matter should invariably remain with the courts situated at Jabalpur City (M.P.)

15.6.18 The tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays should not be considered. Incomplete and unsigned tenders should not be considered at all. Offers sent through fax/email/telegram will not be accepted.

15.6.19 Cases not covered by the Purchase manual will be decided by the Director in the interest of Institute.

**Indian Institute of Information Technology, Design
and Manufacturing Jabalpur**

Supplier Registration Form

Firm's Name : _____

Owner's Name : _____

Full Postal Address : 1. _____

_____ PIN _____

2. _____

_____ PIN _____

E-mail address : _____

Website address : _____

Contact Person's Name : _____

Contact No. : Phone No: Mobile No Fax No. City: State:

Sale Tax Registration No. : MPST/VAT No. _____ CST No. _____

(Enclosed Xerox copy) TIN _____

PAN : _____

(Enclosed Xerox copy)

Shop Act Registration No. : _____

(Enclosed Xerox Copy)

Excise Registration No. : _____

(Enclosed Xerox copy)

Current Bank Account No. : _____

Bank Name and Branch: _____ (Statement of last twelve months should be enclosed)

Manufacturer or Supplier : _____

(In case of supplier please enclose authorization of your Principal)

List of the organizations to whom the materials have been supplied

Item(s) name you want to supply: (Major category)

Computer Furniture Chemical Glassware Electronic Liveries Medicines

Scientific Equip. Stationery etc. _____

Signature with Seal

Note: Supplier must print CST/MPST/TIN No. on their Letter Head/Bill/Quotations

ANNEXURE-II

PDPM

**Indian Institute of Information Technology, Design
and Manufacturing Jabalpur**

Renewal Registration Form

Firm's Name : _____

Owner's Name : _____

Full Postal Address : 1. _____

_____ PIN _____

E-mail address : _____ Website address : _____

Contact Person's Name : _____

Contact No. : Phone No: Mobile No
Fax No. City: State:

TIN No. : _____

PAN : _____

(Enclosed Xerox copy)

Shop Act Registration
No. : _____

(Enclosed Xerox Copy)

Current Bank Account
No. : _____

Manufacturer or Supplier : _____

(In case of supplier please enclose authorization of your Principal)

List of the organizations to which the materials have been supplied

Item(s) name you want to supply: (Major category)

Computer Furniture Chemical Glassware Electronic Liveries Medicines

Scientific Equip. Stationery etc. _____

Signature with Seal

Note: Supplier must print CST/MPST/TIN No. on their Letter Head/Bill/Quotations

**Indian Institute of Information Technology, Design
and Manufacturing Jabalpur**

PROPRIETARY CERTIFICATE FORM

I hereby certify to the best of my knowledge and belief that the item(s) indented is are
proprietary of M/s -----

----- and price quoted appears to be reasonable. And the requirement of the
department will not be met by any substitute due to the following reasons:

1 -----

2 -----

Indenter

Purchase Committee Members

1. Name: Sign:

Designation:

2. Name: Sign:

Designation:

3. Name: Sign:

Designation: