

Agenda & Notes

FC NO - 12th

2008-09: Special Meeting *of the* **Finance Committee**

Venue of the Meeting

Conference Room, "C" Wing, First Floor,
Shastry Bhawan, MHRD

Date and Time of the Meeting

July 20, 2009 at 14.30 Hrs



PDPM
Indian Institute of Information Technology, Design
and Manufacturing Jabalpur

Indian Institute of Information Technology, Design & Manufacturing Jabalpur

Second Meeting of the Finance Committee 2009 [To be Held on July 20, 2009 at 2.30 pm]

Venure-Conference Hall, Shastri Bhawan, New Delhi

AGENDA

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FC/2009: 02.01 Opening remarks by the Chairman

FC/2009: 02.02 Overview Report of the Director

FC/2009: 02.03 – Confirmation of the Minutes of the FC/2009: 1st Meeting held on March 23, 2009

Minutes of the First Meeting of the Finance Committee held on 23rd March 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 **Annexure I**. If there are no further comments from the members, Finance Committee is requested to confirm the minutes.

FC/2009: 02.04 Recommendations of the Building Works Committee Meeting held on July 10, 2009

Recommendations of the Building Works Committee shall be placed before the Finance Committee in the meeting itself.

Agenda enclosed as Annexure II

FC/2009: 02.05 Budget Estimates 2009-2010

Enclosed as Annexure III

FC/2009: 02.06 Purchase Manual of the Institute

Enclosed as Annexure IV

FC/2009: 02.07 To consider and recommend the Medical Attendance and Treatment Policy of the Institute

Enclosed as Annexure V

FC/2009: 02.08 Implementation of 6th Pay Commission's perks and fringe benefits for academic staff of the Institute

The Sixth Pay Commission's pay scales of the academic staff have not been declared from the MHRD. However for other non-academic staff these benefits are now available. In order to minimize the disparity among people working in the same cadre in the Institute

it is proposed that the perks and fringe benefits applicable to the Central Government Employees of same status may kindly be allowed to be implemented to the academic staff of the Institute until the Sixth Pay Commission's recommendations are declared for the academic staff.

FC/2009: 02.09 Annual account of the Institute for the period 2008-09

Enclosed as Annexure VI

FC/2009: 02.10 Any other item with the approval of the Chair

ANNEXURE – I

Confirmation of the Minutes
of the FC/2009: 1st Meeting
held on March 23, 2009

ANNEXURE – I

Confirmation of the Minutes
of the FC/2009: 1st Meeting
held on March 23, 2009

Indian Institute of Information Technology
Design & Manufacturing Jabalpur

Minutes of the
First Meeting of the Finance Committee 2009
held on March 23, 2009 in the office of the Additional Secretary,
MHRD, Room No. 120, Shastri Bhawan, New Delhi

Members Present:

- | | |
|--|-----------------------------------|
| 1. Shri A.K. Singh
Chairman, Board of Governors | Chairman |
| 2. Professor Aparajita Ojha
Director, PDPM-IIITDM
Jabalpur | Member |
| 3. Shri S. Mohan
Deputy Under Secretary (Finance)
MHRD, New Delhi | Member
(representing FA, MHRD) |
| 4. Mrs. Pratima Dixit
Deputy Under Secretary
MHRD, New Delhi | Member
(representing AS, MHRD) |
| 5. Shri Yatendra Kumar
Under Secretary to the Govt. of India
MHRD, New Delhi | Special Invitee |
| 6. Shri Anurag Jain

Secretary, Technical Education
Govt. of M.P., Bhopal | Member |
| 7. Professor Amit Ray
PDPM-IIITDM Jabalpur | Special Invitee |
| 8. Shri T.S. Anand, AE
PDPM-IIITDM Jabalpur | Special Invitee |
| 9. Shri R. Bhattacharya
DR, PDPM-IIITDM Jabalpur | Actg. Secretary |

Leave of absence:

1. Dr. Manoj Gaur
Managing Director
Jai Prakash Associates Ltd.,
New Delhi
2. Professor Manoj K. Harbola
IIT Kanpur

FC/2009: 01.01 Opening Remarks by the Chairman

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

FC/2009:01.02 Overview Report by the Director

The Director welcomed all the members of the Finance Committee. Finance Committee paid condolences on the sad demise of Shri Sudeep Banerjee, former Chairman of the Board of Governors. His contribution right from the vision of the Institute to its inception and its further development was remembered by the members. The Finance committee also paid condolences to Professor Sanjeev Bhargava, former Director of the Institute on his untimely demise. The Committee paid tribute to him for his dedication and efforts for the development of the Institute. The Director reassured the Committee about the Institute's commitment to build this Institute a centre of excellence.

FC/2009:01.03 Confirmation of the Minutes of the meeting held on January 05, 2009

Minutes of 2009 Special meeting of the Finance Committee held on January 05, 2009 were confirmed.

FC/2009:01.04 Revised Budget Estimates: 2008-09 and Budget Estimates: 2009-10

The Committee took note of the Revised Budget Estimates which were circulated with the Agenda Notes. The Chairman suggested that in view of the plan for constructing new buildings, the figures presented in the Budget Estimates

2009-10 may require corrections. Except these corrections, the Revised Budget Estimates 2008-09 were accepted by the Committee.

FC/2009:01.05

Recommendations of the Building and Works
Committee meeting held on February 18, 2009.

The Committee took note of the recommendations of B&WC regarding the outcome, acceptance and award of the works of Electric Supply & Management System, Phase 1 and Triple Seated Hall of Residence 1. The Committee discussed at length the recommendations of B&WC for the work of Lecture Hall & Tutorial Complex (LH&TC). The various factors leading to difference in cost of building were brought to the notice of the Committee. The Committee was further apprised of the non revision of cost index of CPWD for Jabalpur, whereas the same for Ujjain, Jhansi and Indore had been revised to 126, 121 and 127 respectively. The Committee was informed that the Preliminary Estimates for the work of TSH1 and LH&TC were framed at base index of 100.

In view of the large variation from the approved preliminary estimates of LH&TC and the fact that there was low participation from bidders, the Finance Committee recommended that the tenders for the work of Lecture hall & Tutorial Complex be readvertised.

FC/2009:01.06

To consider extending faculty perks to Visiting
Faculty/Research Engineers/Scientists of the
Institute.

The Board had approved the following perks and privileges for the faculty of PDPM IITDM Jabalpur as per MHRD order No. 23-5/96-TS-I dated April 20, 2001 applicable to IIT's with further modifications of the same announced from time to time:

- (a) Contingency grant for books, stationary, local travel etc. shall be Rs. 4000/-
- (b) Full funding to attend one International Conference once in three year with financial assistance up to Rs. 1.00 lakh per slot subject to faculty presenting a paper or chairing a session in the International Conference.
- (c) Reimbursement of telephone bills to the professors up to a ceiling of Rs. 750/- per month.
- (d) Facility of loan (at interest rate and conditions as applicable in Central Government), for purchase of computer/accessories for the faculty.
- (e) Reimbursement of 75% of membership fee of one International Professional society.

- (f) Full funding for attending one national conference per year for each Faculty on the condition that the concerned faculty is either presenting a paper or is invited to chair a session.

The matter was further discussed and it was recommended that the perks approved for the faculty may also be extended to the permanent Research Engineers/Scientists of the Institute as this practice is followed in IITs also. The Committee however, was of the view that these perks should not be extended to the visiting faculty of the Institute.

FC/2009:01.07

Honorarium to guest faculty for lectures and lab sessions

In the BOG meeting held on November 7, 2008, honoraria for guest faculty was approved. It was proposed to extend those rates of honorarium to experts of equal status coming from other organizations and industries also. More precisely the following modifications were proposed to also include persons from other organizations and industries.

- (a) Rs. 3000/- per hour/per lab session for the Guest Faculty who have been the Director/VC/Chairman or at an equivalent post in a reputed Institute, R&D Lab or an industrial organization or an outstanding scholar of her/his field.
- (b) Rs. 2000/- per hour/per lab session for the Guest Faculty who is a current or a former faculty members of IIT/IISc or any other reputed Institute or at least five years' experience in an industry of repute or other organization of repute.
- (c) Rs. 1000/- per hour/per lab session for the Guest Faculty who is a current or former faculty member of other Institute or is working in an industry/organization with less than five years of experience.

The matter was discussed in details. Looking into the need of the Institute for inviting people from outside in view of the shortage of faculty, one of the members proposed the following structure of honorarium.

S. No.	Category of Person	Full Course	Half Course	Some lectures/labs
1	Category as mentioned in (a)	Rs. 1.5 lakhs	Rs. 0.75 lakhs	As given in (a)
2	Category as mentioned in (b)	Rs. 1.25 lakhs	Rs. 0.63 lakhs	As given in (b)
3	Category as mentioned in (c)	Rs. 1.0 lakhs	Rs. 0.50 lakhs	As given in (c)

Here the full course means the person will be responsible for taking 42 lectures approximately, conducting tests and other assessments of the students and will also be responsible for evaluating the students. Similar responsibility will be fixed for half course also. The proposal was approved by the members for recommendation to the Board. It was suggested by the representative of FA to send the same to the ministry.

FC/2009: 01.08 – Any other item with the approval of the Chair

No item was discussed.

Meeting concluded with a vote of thanks to the Chair.

Sd/-
Raghunath Bhattacharya
Acting Secretary

Sd/-
Aparajita Ojha
Director

Approved

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

July 10, 2009

ANNEXURE – II

Recommendation of the
Building & Works Committee
Meeting held on
July 10, 2009

Agenda Notes for the
2009/2nd Meeting of Buildings & Works Committee, 2009

[to be held on Wednesday, July 18, 2009 at Conference Hall, PDPM IIITDM Jabalpur]

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B&WC/2009: 2.01 Opening Remarks by the Chairperson

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

B&WC/2009: 2.02 Confirmation of Minutes of the 2009/ 1st Meeting of the B&WC held on February 18, 2009

Minutes were circulated after the meeting and are placed at Annexure 1 (page P-4 to P-6).

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

B&WC/2009: 2.03 To consider the Preliminary estimate for the work of Construction of Mess & Dining Hall of UG Hostels

The preliminary estimate for the construction of Mess and Dining Hall for UG Hostel has been prepared on Delhi plinth area rates 2007. The details of estimate amounting to Rs 628 (Six hundred twenty eight) lacs along with concept drawing, history, design & scope, specification are placed at Annexure 2 (Pages P- 7 to P- 17). The above cost of building does not have any provision for site development, internal roads and paths, horticulture operation, kitchen equipment and furniture. The estimates for these items shall be put-up separately.

The B & WC is requested to accept the preliminary estimate amounting to Rs. 628 Lac (Rupees Six Hundred Twenty eight Lacs) and to request the Finance Committee to consider and recommend the same to Board of Governors for administrative approval and expenditure sanction for the above work

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B&WC/2009: 2.04 To consider tenders received for the work of Lecture Hall & Tutorial Complex

The work has been approved by BOG in its meeting held on November 07, 2008. Composite Tender for above work has been recalled against approved provision of Rs 2241 Lacs. The tenders have been invited and shall be received and will be opened on 09.07.09. The detailed memo forwarding tender on the outcome of tender shall be placed in the meeting.

The B&WC is requested to consider the details contained in the memo forwarding tender for the work and accept the recommendations.

B&WC/2009: 2.05 Any other Item with the Permission of the Chair

Annexure-1

**MINUTES OF THE 2009/1st MEETING OF THE BUILDING AND WORKS
COMMITTEE HELD ON FEBRUARY 18, 2009 AT SHASTRI BHAWAN,
MINISTRY OF HRD, NEW DELHI**

Present:

- | | | |
|----|--|------------------|
| 1. | Prof. Aparajita Ojha
Director
PDPM IIITDM Jabalpur | Chairperson |
| 2. | Mrs. Seema Raj
Director (Technical)
Ministry of HRD. | Member |
| 3. | Mr. P. S. Manglani
Ex-Superintending Engineer
Irrigation, Jabalpur | Member |
| 4. | Shri B K Nema
Ex-Superintending Engineer
PWD, Jabalpur | Member |
| 5. | Shri Raghunath Bhattacharya
Deputy Registrar
PDPM IIIT DM Jabalpur | Acting Secretary |
| 6. | Prof Amit Ray
PDPM IIIT DM Jabalpur | Special Invitee |
| 7. | Mrs. Alice Chacko,
Ministry of HRD. | Special Invitee |
| 8. | Shri T S Anand
AE, PDPM IIIT DM | Special Invitee |

B&WC/ 2009:1. 01 Opening remarks by the Chairperson, B&WC

The Chairperson welcomed all the members of the B & WC and the Committee paid condolences on the untimely death of Prof. Sanjeev Bhargav, former Chairman, B&WC and also paid tribute to him for his tremendous efforts and dedication for the development of the Institute. The Chairperson reassured the Committee about the Institute's commitment to build this Institute, a centre of excellence.

The Chairperson informed all the members on the developments made after the previous meeting of the B&WC. She informed the members that design of two new buildings namely- Mess & Dinning Hall (MDH) and Students Activity Center (SAC) is in progress and a conceptual design has been finalized for MDH. These designs are based on the recommendations of Campus Advisory Committee of the Institute. The MDH has been conceptualized with following specifications (a) to cater to 2000 students, (b) to be two storied in order to save footprint, (c) have provision of independent kitchen on each floor. The Committee took note of it and expressed its satisfaction

Institute is also working on the site development and will bring the campus road layout in the next B&WC. One of the members emphasized the need and urgency of such development works. The Chairperson apprised the Committee on the developments made on the front of roads sewerage system and the arrangements made/planned to cater to water requirement of the Institute.

B&WC/2009:1. 02 Confirmation of Minutes of the 2009 Special Meeting of the B&WC held on January 05, 2009

Minutes of 2009 Special meeting of the B&WC held on January 05, 2009 were confirmed. Copy of minutes is placed on pages 3- 5 of the Agenda.

B&WC/2009:1. 03 To consider tenders received for the work of Electrical Supply & Management System Phase 1

The Committee considered the memo forwarding tenders pertaining to the work. The Committee expressed satisfaction on broad participation in tender process. The Committee took note of outcome of the tender placed on page 8 to page 12 of the agenda.

The B&WC accepted to award the work of Electric Supply & Management System Phase 1 to M/s Rohini Industrial Electricals Ltd, Mumbai at 16% (sixteen percent) below amounting to Rs. 4,52,15,811/- (Rupees Four crore fiftytwo lac fifteen thousand eight hundred eleven only) at estimated cost put to tender. The cost is 22.87 % less than the amount Rs. 5,86,24,547 approved by BOG for the tendered component of work.

B&WC/2009:1. 04 To consider tenders received for the works of Triple Seated Hall of Residence 1

The Committee considered the memo forwarding tenders pertaining to the work and the outcome of the negotiation held with lowest tender M/s RSB Projects Ltd, Haryana placed on pages 18 - 19 of the agenda. The Committee was requested to read the figure of Rs. 9,97,526.33 instead of Rs.9,97,52,633.69 on page 18. The Committee discussed the outcome of tender and the lowest negotiated per sqm cost of Rs.13,660.76. The Committee expressed their satisfaction on reasonableness of quoted amount.

The B&WC accepted to award the work of Triple Seated Hall of Residence 1 to M/s RSB Projects Ltd, Haryana at 23.39% (Twenty three point three nine percent) above, amounting to Rs.16,25,31,380/- (Rupees Sixteen crore twentyfive lac thirtyone thousand three hundred eighty only), an percentage arrived at after negotiations and being within ten percent of sanctioned amount for the work.

B&WC/2009:1. 05 To consider tenders received for the works of Lecture Hall & Tutorial Complex

The Committee considered the memo forwarding tenders pertaining to the work. The Committee took note of low participation in the tender. The Committee pondered the reasons for difference in the approved amount and quoted amount. The Committee was apprised that since the building was specialized building having large quantum of electrical component, Large spans with low repetitions, provision for building automation including automation for Low side of HVAC etc leading to difference in the percentage quote for both the works. During course of discussion the Committee was also informed of similar results. In the first call it was 34% above (with HVAC) and in second call it was 27.7% above sanctioned cost (without HVAC and electrical) for Lecture Hall Complex. The estimate was then put up for revision with small alteration in building also, and in the subsequent call it was 34% above approved cost of

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work. The work could not be awarded in view of higher rates.

Meanwhile with Govt. of India directives of increase in strength the lecture hall complex was re-designed and fresh bids were invited after taking due approval from competent authorities.

In view of the above observations, B&WC decided to constitute a sub committee of (i) Prof A Ray, (ii) Mr P S Mangalani, (iii) Mr B K Nema, (iv) Mr Raghunath (v) Mr T S Anand to negotiate with the lowest contractor M/s RSB Projects Ltd, Haryana and give its recommendations to the Chairperson.

The B&WC authorized the Chairperson to take on its behalf, decision based on final outcome of tender after negotiation.

B&WC/ 2009:1. 06

Any other item with the permission of the chair

The meeting ended with vote of thanks to the Chair.

Sd/-

(Raghunath)
Acting Secretary

Sd/-

(Aparajita Ojha)
Chairperson
Building and Works Committee

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Annexure-2

Name of work : Construction of Mess and Dining Hall for UG Hostels (SH: Civil & Electrical)

Head of Account : Chargeable to Plan Budget.

Preliminary estimate amounting to Rs.628. Lacs (Rs. Six Hundred Twentyeight Lacs only) including 1.5% cost of project management + Architects Fees @ 5.612% (5% fees + 12.24% service tax on fees) & 3% Contingencies prepared by M/s Datta & Datta Associates, Ahmedabad 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 a central dining facility to cater to dinning needs of both the under graduate (Single and Triple seated) hostels. The building should be planned in such model that would economize on the foot print of the building.
- ii) The Architect presented their plan-based inputs of the Campus Advisory Committee.
- iii) The plan was deliberated and member made some observations including, need for extended covered courtyard was emphasized for day-to-day kitchen activities. The Architect presented plan after making modifications. The plan is placed at P- ...

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

- The Dining & Kitchen block comprises of dining facility for a seating capacity of 400 students and a separate kitchen for both the dining areas.
- The dining facility and kitchens are envisaged to cater to around 1000 students in 2 - 3 shifts.
- The kitchen shall have serving area catering to dinning area.
- Support facilities such as hand wash and toilets provided.
- Goods lift of 1 tone shall be provided

Specification : Brief specifications of work shall be as follows:

- i) Designed reinforced cement concrete for structural works.
- ii) All in fill walls shall be of first class local bricks.

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Name of Work: Construction of Mess and Dining Hall for UG Hostels at IIITDM, JABALPUR

AREA STATEMENT

Sl no	Description	Area (in sqm)
1	Ground Floor	1771.50
2	First Floor	1771.50

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- iii) Flooring/ Finishes
 - a) Polished Kota stone with bands of Jaisalmer in dining & other common area.
 - b) Anti skid vitrified tiles/ Kota stone in Kitchen , wash area & Toilets.
 - iv) Ceramic tile upto 2.10 meter in Kitchen walls.
 - v) Wash basins in the toilets shall be provided on a granite counter.
 - vi) Double rebated aluminum window frames with glazed and fly mesh shutter.
 - vii) Oil bound distemper for internal painting.
 - viii) For external finish a combination of washed stone grit plaster, external painting and cladding
 - ix) Pozzolonna Portland Cement as per IS specifications for non structural works and ordinary Portland cement for structural works.
 - x) CP fittings, white glazed sanitary wares, centrifugal cast iron pipes for sewer lines, GI pipes for water supply lines and rcc overhead tanks, and structure built-in parnalas for rain water.
 - xi) Provision for hot water from solar hot water system is not in the scope of this proposal and shall be put up seprately.

Rates : i) Delhi plinth area rates 2007.
ii) Items not available in the DPAR have been analyzed on DSR 2007.

Period of Construction : Total ten months.

Mode : On contract through call of competitive Tenders.

(T.S. Anand)

A.E.E

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Name of Work: Construction of Mess and Dining Hall for UG Hostels at IIITDM,
JABALPUR

Preliminary Estimate based on Delhi Plinth Area Rates 1.10.2007

Sl. No	DPAR CODE	Description	Unit	Qty	Rate (in Rs.)	Amount (in Rs.)
1		RCC FRAMED STRUCTURE				
1.1		RCC framed structure up to six stories				
1.1.2		Floor height 2.90 Mt.	Sqm	3543	9,100.00	3,22,41,300.00
		Extra for				
2	1.2.3	Every 0.30 mt additional height of floor above normal floor height of 3.35 mt./2.90 mt.	Sqm	3543	150.00	5,31,450.00
3	1.2.4	Every 0.30 mt higher plinth over normal plinth height of 0.60 mt (1.20 mt ht)	Sqm	1771.50	150.00	2,65,725.00
4	1.2.5	every 0.30 mt deeper foundations over normal depth of 1.20 mt (1.80 mt depth)	Sqm	3543	150.00	5,31,450.00
5	1.2.8	Resisting earthquake forces	Sqm	3543	630.00	22,32,090.00
6	1.2.11	Stronger structural members to take heavy load above 500 Kgs./sqm. Up to 1000 Kgs./sqm.	Sqm	20.00	850.00	17,000.00
7	1.2.12	Larger modules over 35 sqm.	Sqm	1020	1980.00	20,19,600.00
	1.4	FIRE FIGHTING				
8		With wet riser system	Sqm	3543	300	10,62,900.00
		TOTAL (A)				3,94,32,965.00
3.0		Services				
9	3.1	Internal water supply and sanitary installations	%	3,22,41,300.00	4.00	12,89,652.00
10	3.2	External service connections	%	3,22,41,300.00	5.00	16,12,065.00
11	3.3	Internal Electric Installation	%	3,22,41,300.00	12.5	40,30,162.50

	3.6	Extra for				
	3.6.3	Lightening conductors				
12	3.6.3.1	Upto 4 storeys Building	%	3,22,41,300.00	0.5	161,205.00
13	3.6.4	Telephone Conduits	%	3,22,41,300.00	0.5	161,205.00
15	3.6.6	Quality assurance	%	3,22,41,300.00	1.0	3,22,413.00
		Total for SI no. 9 to 15 (B)				75,76,705.50
	4.0	LIFTS				
	4.2.1	Goods lift 1 Tone Capacity	No	1.00	14,75,000	14,75,000.00
	5.0	WATER TANK (RCC ONLY)				
16	5.1	R.C.C. Over head water tank without independent staging	Lit	30,000.00	9.00	2,70,000.00
17	5.5	Under ground sump	Lit	60,000.00	9.00	5,40,000.00
	6.0	DEVELOPMENT OF SITE				
18	6.1	Levelling	sqm	2000.00	55.00	1,10,000.00
		Total for Sr. No. 16 to 17 (C)				23,95,000.00
	7.0	EXTRA SPECIFICATION				
19		Additional for special shuttering for folded plate slab of 2 nd floor	sqm	1230.00	669.12	823017.60
		Total				5,02,27,688.10
20	8.0	Cost Escalation (14% as per CPWD)	%	5,07,59,138.00	14.00	71,06,279.33
		GRAND TOTAL				5,72,59,564.43

Name of Work: Construction of Mess and Dining Hall for UG Hostels at IIITDM,
JABALPUR

SUMMARY OF COST

Sl no	Description	Amount in Rs.
1	Framed Structure as per Appendix I (Civil + Electrical)	4,70,09,670.00
2	Lift, Water tank, Development of site, Extra Specification	32,18,017.60
	Total A (Sl no 1 to 2)	5,02,27,688.10
3	Cost Escalation	70,31,876.00
4	Labour Cess @ 1% of A	5,02,276.00
5	Architects Fees @ 5.618% (5% fee + Service tax @12.36%) of A	28,18,777.00
6	Cost of Project Management @ 1.69% (1.5% + Service tax @12.36%) of A	7,53,415.00
7	Contingencies	15,06,830.64
	Grand Total	6,28,40,865.14

PER SQUARE METER COST

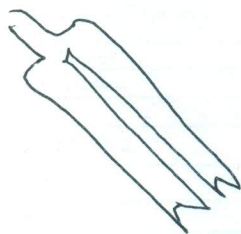
Sl no	Description	AREA (IN SQM)	Amount in Rs.	Cost per sqm
1	Framed Structure as per Appendix I (SH. Civil + Electrical)	3543	4,70,09,670.00	13,268
2	Lift, Water tank, Development of site, Extra Specification	3543	32,18,017.60	908
3	Cost Escalation	3543	70,31,876.00	1985
4	Labour Cess @ 1% of A	3543	5,02,276.00	142
5	Architects Fees @ 5.618% (5% fee + Service tax @ 12.36%) of A	3543	28,18,777.00	796
6	Cost of Project Management @ 1.69% (1.5% + Service tax @ 12.36%) of A	3543	7,53,415.00	213
7	Contingencies	3543	15,06,830.64	425
	Grand Total	3543	6,28,40,865.14	17737





ANNEXURE – III

Budget Estimates 2009-2010



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Recurring

Statement of Head Wise Expenditures (Plan)

Sl No.	Account Head	Budget Estimate 2008-09 (Rs. In Lakhs)	Revised Budget 2008-09 Rs. In Lakhs)	Expenditure as on 31-3-2009 (Rs. In Lakhs)	Budget Estimate 2009-2010 (Rs. In lakhs)
a. Salary Component					
	<i>Pay & Allowances</i>				
	a) Salary Wages & Arrears for 6th pay commission -Regular	240.00	175.00	117.32	} 240.00
	b) Salary & Wages- Contractual Employees & Guest Faculty			40.05	
	c) Leave Salary contribution Pension Contribution	1.00	1.50	1.48	
	d) Medical Aid & Staff Welfare	5.00	7.00	5.58	10.00
	e) Honorarium	15.00	25.00	18.85	25.00
	Total	261.00	208.50	183.28	275.00
b. Non Salary Component					
	2 Student Scholarship (Ph.D, M.Tech., M.Des., MCM, SC/ST)	25.00	25.00	25.65	40.00
	3 Administrative Expenses				
	a) Advertisement & Publicity	30.00	35.00	33.06	30.00
	b) Postage & Telephones	15.00	18.00	15.14	15.00
	c) Printing & Stationary	10.00	8.60	8.59	10.00
	d) Rental Charges	8.00	6.00	5.89	6.00
	d) Maintanace & Repair	10.00	8.00	7.86	8.00
	e) Travelling & Conveyance	30.00	26.50	26.00	30.00
	f) Hospitality Expenses	6.00	6.00	5.61	5.00
	g) Insurance and Bank Charges	1.00	0.70	0.69	1.00
	h) Book Grant & Society Membership	4.00	3.00	2.36	10.00
	i) News Paper & Periodicals	0.75	0.25	0.08	0.75
	j) Consumables	6.00	8.00	7.05	8.00
	k) WorkShop / Seminar Expenses	6.00	6.00	1.80	6.00
	l) Professional Charges	3.00	6.00	5.21	3.25
	m) Office Miscellaneous	10.00	4.00	3.23	8.00
	Total	139.75	136.05	122.57	141.00
	4 Departmental Operating	5.00	4.00	3.56	6.00
	5 Library Services	185.00	100.00	71.61	70.00
	6 Computer Consumables	5.00	5.00	4.41	5.00
	7 Student Support Services	10.00	10.00	9.96	10.00
	8 Hostel- Hiring Charges	25.00	20.00	19.61	15.00
	9 Transport Charges	15.00	20.00	18.51	15.00
	10 Medical Expenses (Students)	2.00	2.00	0.97	2.00
	11 Water & Electricity Charges	25.00	22.00	19.97	30.00
	12 House Keeping	20.00	28.00	27.64	35.00
	Total Recurring	717.75	580.55	507.74	644.00

PDPM Indian Institute of Information Technology, Design And Manufacturing, Jabalpur
Statement of Head Wise Expenditures (Plan)

B. Non Recurring

Sl. No.	Particulars	Budget Estimate 2008-09 (In lakhs)	Revised Budget 2008-09 (In lakhs)	Expenditure as on 31-03-2009 (In lakhs)	Budget Estimate 2009-10 (In lakhs)
A-1	Present Campus				
1.1	Addition/Alteration & Renovation works (Civil + Electrical Works)	1.00	1.50	1.27	0.00
	Total	1.00	1.50	1.27	0.00
B	New Campus				
	Ongoing work				
2	Students Hostels				
2.1	Hall of Residence 1 (SH: Civil & Electrical)	779.40	580.00	542.29	350.00
2.2	Core Lab Complex (SH: Civil & Electrical)	367.52	367.52	330.50	40.00
2.3	Service Block	17.00	12.50	11.83	1.00
3	Site Development Works				
3.1	Electrical Sub-Station I (33KVA)	70.00	300.00	101.36	400.00
3.2	External HT line & Electrification	45.00	45.00	25.53	30.00
3.3	Sewage Treatment Plant & External Sewage Line	70.00	60.00	29.48	40.00
3.4	Roads, Landscaping & Storm Water Drainage	80.00	30.00	3.71	50.00
3.5	Land Contouring/ Survey & Site Development	1.00	1.00	0.70	2.00
	Total	1429.92	1396.02	1045.40	913.00
C-4	New Works				
4.1	Core Lab Complex (SH: Low Side of HVAC)	25.35	15.35	0.00	100.00
4.2	Workshop	0.00	10.00	0.00	15.00

Sl. No.	Particulars	Budget Estimate 2008-09 (In lakhs)	Revised Budget 2008-09 (In lakhs)	Expenditure as on 31-03-2009 (In lakhs)	Budget Estimate 2009-10 (In lakhs)
4.3	Triple Seated Hall of Residence-1 (SH: Civil & Electrical)	400.00	250.00	202.00	700.00
4.4	Girls Hostel Phase1	100.00	0.00	0.00	50.00
5	Lecture Hall & Tutorial Complex				
5.1	LH & TC (SH: Civil & Electrical)	350.00	50.00	18.98	824.00
5.2	LH & TC (SH: Low side of HVAC)	0.00	0.00	0.00	20.00
6	Security Barrack 1	25.00	5.00	0.00	30.00
7	Mess & Dining Hall 1	250.00	0.00	0.00	250.00
8	Design Studio (Phase 1)	0.00	0.00	0.00	100.00
9	Students Activity Center	100.00	0.00	0.00	100.00
10	Convocation & Convention Hall				
10.1	C & CH (SH: Civil & Electrical)	200.00	5.00	0.00	0.00
10.2	C & CH (SH: Low side of HVAC)	0.00	0.00	0.00	0.00
	Total	1450.35	335.35	220.98	2189.00
11	Equipment	300.00	600.00	499.43	300.00
12	IT Infrastructures Development				
12.1	Computer Hardware & Networking	100.00	80.00	74.45	120.00
12.2	Computer Software	50.00	25.00	12.87	60.00
	Total	150.00	105.00	87.32	180.00
13	Furniture & Fixture	150.00	150.00	86.17	180.00
	Total	150.00	150.00	86.17	150.00
14	Vehicle	5.00	0.60	0.53	10.00
	Total	5.00	0.60	0.53	10.00
	Total	3486.27	2588.47	1941.10	3742.00

RUPM
Indian Institute of Information Technology
Design and Manufacturing Laboratory

ANNEXURE – IV

PURCHASE MANUAL
(Draft for approval)

Purchase Manual of the Institute

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

PPE – 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

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- 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, IIITDM 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 initialled, 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).

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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 Incharge, 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 Incharge, 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 Incharge, 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 writeoff 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 writeoff. 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 , AccountII 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) Incharge (SPS). or his nominee -Member
- (iv) Incharge (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) Incharge (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 have 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.

ANNEXURE-I

PDPM

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

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/CONFIDENTIAL

It is to be noted that the supplier is responsible for the delivery of the goods in accordance with the terms and conditions of the contract. The supplier is also responsible for the quality of the goods and for the timely delivery of the goods. The supplier is also responsible for the safety of the goods and for the security of the goods. The supplier is also responsible for the maintenance of the goods and for the repair of the goods. The supplier is also responsible for the disposal of the goods and for the recycling of the goods. The supplier is also responsible for the storage of the goods and for the protection of the goods. The supplier is also responsible for the transportation of the goods and for the insurance of the goods. The supplier is also responsible for the handling of the goods and for the loading and unloading of the goods. The supplier is also responsible for the packaging of the goods and for the labeling of the goods. The supplier is also responsible for the marking of the goods and for the identification of the goods. The supplier is also responsible for the documentation of the goods and for the filing of the goods. The supplier is also responsible for the archiving of the goods and for the retrieval of the goods. The supplier is also responsible for the destruction of the goods and for the disposal of the goods. The supplier is also responsible for the security of the goods and for the protection of the goods. The supplier is also responsible for the safety of the goods and for the security of the goods. The supplier is also responsible for the maintenance of the goods and for the repair of the goods. The supplier is also responsible for the disposal of the goods and for the recycling of the goods. The supplier is also responsible for the storage of the goods and for the protection of the goods. The supplier is also responsible for the transportation of the goods and for the insurance of the goods. The supplier is also responsible for the handling of the goods and for the loading and unloading of the goods. The supplier is also responsible for the packaging of the goods and for the labeling of the goods. The supplier is also responsible for the marking of the goods and for the identification of the goods. The supplier is also responsible for the documentation of the goods and for the filing of the goods. The supplier is also responsible for the archiving of the goods and for the retrieval of the goods. The supplier is also responsible for the destruction of the goods and for the disposal of the goods.

For the Controller, Jabalpur

For the Controller, Jabalpur

For the Controller, Jabalpur

For the Controller, Jabalpur

For the Controller, Jabalpur

For the Controller, Jabalpur

For the Controller, Jabalpur

ANNEXURE-III

PDPM

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:

To Consider and recommend
the Medical Attendance and
Treatment Policy of the
Institute

1-----

2-----

Indenter

Purchase Committee Members

1. Name: Sign:

Designation:

2. Name: Sign:

Designation:

3. Name: Sign:

Designation:

ANNEXURE – V

To Consider and recommend
the Medical Attendance and
Treatment Policy of the
Institute

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 dependent if they are residing with the staff member and their income from all sources, including pension, does not exceed Rs. 1500/- pm.
 - *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.

- 1.4 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 Reimbursement 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 students or their 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 define 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/CCU 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 under:
- i. Basic pay up to Rs 5,499/-: General Ward;
 - ii. Basic pay Rs 5500- to 10,500/-: Semi-Private Ward;
 - iii. Basic pay Rs 10,051- 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:
- i. General Rs 500/- per day
 - ii. Semi-private Rs. 1,000/- per day
 - iii. Private Rs. 1,500/- 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. 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 IIITDM 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 completion of a 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 a 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.
- 5.14 Spouse and kids of married students residing on campus shall be provided medical facility on payment basis (as fixed by Institute).

Annual Account of the
Institute for the Period
2008-09

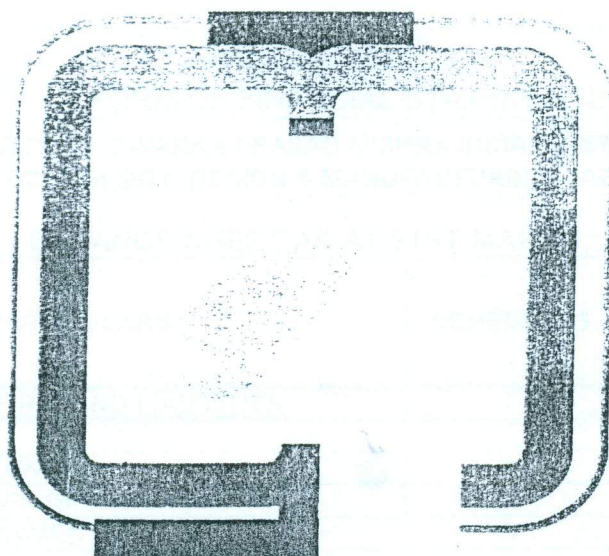
ANNEXURE – VI

Annual Account of the
Institute for the Period
2008-09

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING JABALPUR

Use Multiple Publications by IITM & Co. Pvt. Ltd.

1100A/2008, Jabalpur Engineering College Campus,
Gokulnagar, Jabalpur - 482011, (M.P.) India



Annual Statement of Account 2008-09

PDPM
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING, JABALPUR
(An Institute Established by MHRD, Govt. of India)

IT Bhawan, Jabalpur Engineering College Campus,
Gokalpur, Jabalpur – 482011, (M.P.) India

ANNEXURE - III

FORM OF FINANCIAL STATEMENTS

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

BALANCE SHEET AS AT 31ST MARCH, 2009

SL. NO.	PARTICULARS	SCHEDULES	(Amount - Rs.) CURRENT YEAR (As on 31/03/2009)	(Amount - Rs.) PREVIOUS YEAR (As on 31/03/2008)
1	CORPUS/CAPITAL FUND AND LIABILITIES			
1.A	CORPUS/CAPITAL FUND	1	339,465,165	212,593,432
1.B	RESERVE AND SURPLUS	2	0	0
1.C	EARMARKED/ENDOWMENT FUNDS	3	667,803	452,110
1.D	SECURED LOANS AND BORROWINGS	4	0	0
1.E	UNSECURED LOANS AND BORROWINGS	5	0	0
1.F	DEFERRED CREDIT LIABILITIES	6	0	0
1.G	CURRENT LIABILITIES AND PROVISIONS	7	69,861,270	20,825,233
	TOTAL		409,994,238	233,870,775
2	ASSETS			
2.A	FIXED ASSETS	8	318,679,225	213,407,740
	INVESTMENTS - FROM EARMARKED/ENDOWMENT	9	0	0
2.B	FUNDS			
2.C	INVESTMENTS - OTHERS	10	39,500,000	4,500,000
2.D	CURRENT ASSETS, LOANS, ADVANCES ETC.	11	51,815,013	15,963,035
2.E	MISCELLANEOUS EXPENDITURE (TO THE EXTENT NOT WRITTEN OFF)		0	0
	TOTAL		409,994,238	233,870,775
	SIGNIFICANT ACCOUNTING POLICIES	24		
	CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS	25		

(Raghunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS

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

**INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD/YEAR ENDED
31ST MARCH, 2009**

SL. NO.	PARTICULARS	SCHEDULES	(Amount - Rs.)	(Amount - Rs.)
			CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	INCOME			
A)	INCOME FROM SALES & SERVICES	12	0	0
B)	GRANTS/SUBSIDIES (UTILISED PART) (OTHER GRANTS)	13	0	0
C)	FEES/SUBSCRIPTIONS	14	9,145,550	3,366,701
D)	INCOME FROM INVESTMENT (Excluding Income from Earmarked/Endowment Funds transferred to Funds)	15	0	0
E)	INCOME FROM ROYALTY/PUBLICATIONS, ETC.	16	0	0
F)	INTEREST EARNED	17	1,156,525	2,315,325
G)	OTHER INCOME	18	339,093	204,432
H)	INCREASE/(DECREASE) IN STOCK OF FINISHED GOODS & WORK-IN-PROGRESS	19	0	0
	TOTAL (A)		10,641,168	5,886,458
2)	EXPENDITURE			
A)	ESTABLISHMENT EXPENSES	20	16,547,817	10,747,835
B)	OTHER ADMINISTRATIVE EXPENSES, ETC.	21	30,282,671	27,384,111
C)	EXPENDITURE ON GRANTS, SUBSIDIES, ETC.	22	0	0
D)	INTEREST PAID	23	0	0
E)	DEPRECIATION FOR THE YEAR	8	16,806,042	0
	TOTAL (B)		63,636,530	38,131,946
	BALANCE BEING SURPLUS/(DEFICIT) FOR THE YEAR		(52,995,362)	(32,245,488)
	ADD: PRIOR PERIOD ADJUSTMENTS	8	(25,254,575)	0
	BALANCE BEING SURPLUS/(DEFICIT) CARRIED TO CORPUS/CAPITAL FUND		(78,249,937)	(32,245,488)

(Raghunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 1 (CORPUS/CAPITAL FUND)

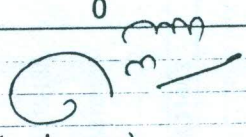
PARTICULARS	CURRENT YEAR (As on 31/03/2009)		PREVIOUS YEAR (As on 31/03/2008)	
BALANCE AT THE BEGINNING OF THE YEAR	212593432		100679932	
ADD: CONTRIBUTION TOWARDS CORPUS/CAPITAL FUND/GRANTS	205121670		141598112	
DEDUCT: EXCESS OF EXPENDITURE OVER INCOME	(78,249,937)		(32,245,488)	
AMOUNT TRANSFER TO CAPITAL EXPENDITURE	0		2560876	
BALANCE AS AT THE YEAR END		339465165		212593432

(Raghunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 2 (RESERVES AND SURPLUS)

PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
NIL	0	0
TOTAL	0	0
 (Raghunath Bhattacharya) Dy. Registrar		

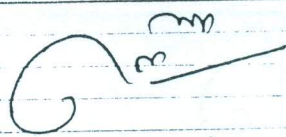
FORM OF FINANCIAL STATEMENTS									
NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR									
SCHEDULE - 3 (EARMARKED/ENDOWMENT FUNDS)									
SERIAL NO	PARTICULARS	FUND-WISE BREAK UP				TOTALS			
		VISITING PROFESSOR SCHEME	GRANT (NBHM) FOR INTERNATIONAL CONFERENCE	GRANT (NBHM) FOR POST-DOC FELLOWSHIP	PROJECTS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)		
A)	OPENING BALANCE OF THE FUNDS	236667	2067	110400	102976	452110	201751		
B)	ADDITION TO THE FUNDS:								
	i) DONATIONS/GRANTS	0	0	0	2035500	2035500	762258		
	ii) INCOME FROM INVESTMENTS MADE ON ACCOUNT OF FUNDS				11962	11962	0		
	TOTAL (A + B)	236667	2067	110400	2150438	2499572	964009		
C)	UTILISATION OF FUNDS								
	i) CAPITAL EXPENDITURE								
	- FIXED ASSETS								
	Software	0	0	0	0	1123200	0		
	Equipment	0	0	0	0	172500	0		
	OTHERS (BOOKS)	0	0	0	0	0	0		
	ii) REVENUE EXPENDITURE								
	- REFUND	236667	0	0	0	236667	101751		
	- RENT						0		
	- OTHER ADMINISTRATIVE EXP.	0	2067	0	0	2067	348266		
	iii) PROJECT EXPENDITURE	0	0	73600	1519435	297335	61882		
	TOTAL (C)	236667	2067	73600	1519435	1831769	511899		
	NET BALANCE AS AT YEAR END (A+B-C)	0	0	36800	631003	667803	452110		
<div><div></div><div>(Raghunath Bhattacharya)</div><div>Dy. Registrar</div></div>									

FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 4 (SECURED LOANS & BORROWINGS)

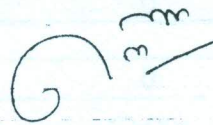
PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
NIL	0	0
Total	0	0


(Raghunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 5 (UNSECURED LOANS & BORROWINGS)

PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
LOAN FROM BANK OF MAHARASHTRA	0	0
TOTAL	0	0
 (Raghunath Bhattacharya) Dy. Registrar		

FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 6 (DEFERRED CREDIT LIABILITIES)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
A)	ACCEPTANCES SECURED BY HYPOTHYICATION OF CAPITAL EQUIPMENT AND OTHER ASSETS	0	0
B)	OTHERS	0	0
	TOTAL	0	0

(Raghunath Bhattacharya)
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FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 7 (CURRENT LIABILITIES & PROVISIONS)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)		PREVIOUS YEAR (As on 31/03/2008)	
A.	CURRENT LIABILITIES				
1	SUNDRY CREDITORS:				
	a) FOR EQUIPMENTS/GOODS	9,736,491		5,917,254	
	b) FOR CONSTRUCTIONS	3,097,799		1,898,482	
	c) FOR OTHERS	59,938	12,894,228	141,920	7,957,656
2	ADVANCE RECEIVED:				
	a) STUDENT FEES FOR THE YEAR 2009-10		2,392,365		
3	INTEREST ACCRUED BUT NOT DUE ON:				
	a) SECURED LOANS/BORROWINGS			0	
	b) UNSECURED LOANS/BORROWINGS		0	0	0
4	STATUTORY LIABILITIES:				
	a) NEW PENSION CONTRIBUTION	23,625		23,625	
	b) GPF PAYABLE (OTHER INSTITUTES)	35,600		15,000	
	c) GIS PAYABLE	2,281			
	d) LIC PREMIUM	1,900	63,406	1,900	40,525
5	OTHER CURRENT LIABILITIES				
	a) SECURITY DEPOSIT PAYABLE	7,809,219		4,059,202	
	b) GRANT FROM MHRD (PLAN)	39,674,043		5,595,713	
	c) OTHER MISCELLANEOUS LIABILITIES		47,483,262	0	9,654,915
	TOTAL (A)		62,833,261		17,653,096
B.	PROVISIONS				
1	INCOME TAX PAYABLE (TDS U/S-192,194/C/I/J)	274,182		405,471	
2	LABOUR WELFARE CESS 1%	1,153,285		681,894	
3	WCT PAYABLE	333,715		364,603	
4	PROFESSIONAL TAX PAYABLE	21,927		200	
5	STUDENT BENEFIT ACCOUNT	1,008,250		237,150	
6	HALL MANAGEMENT ACCOUNT	1,885,000		352,000	
7	EXCESS FEE REFUNDABLE	35,623		2,968	
8	TELEPHONE EXPENSES PAYABLE	89,599		20,268	
9	LIABILITIES FOR EXPENSES	2,175,428		35,768	
10	SCHOLARSHIP PAYABLE	51,000			
				1,071,815	
	TOTAL (B)		7,028,009		3,172,137
	TOTAL (A+B)		69,861,270		20,825,233

(Ragunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENT
NAME OF THE ENTITY: PL. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR
SCHEDULE - 8 (FIXED ASSETS)

DESCRIPTION	GROSS BLOCK			DEPRECIATION			NET BLOCK			
	Cost/Valuation at the beginning of the year (01st April, 2008)	Additions during the Year (2008-09)	Deductions during the year (2008-09)	Cost/Valuation at the year end (31st March, 2009)	Up to Current Year (01st April, 2008)	On Additions during the Year (2008-09)	On Deductions during the year (2008-09)	Total to the Year-end (31st March, 2009)	As at the Current Year-end (31st March, 2009)	As at the Previous Year-end (31st March, 2008)
A. FIXED ASSETS										
AND									0	
B. BUILDINGS										
PLANT, MACHINERY & EQUIPMENT										
a) Lab Equipments	42,350,472	1,540,941		51,891,413	9,422,924	6,152,295		15,575,219	30,306,194	42,350,472
VEHICLES	2,420,155	52,575		2,472,730	474,636	315,768		790,404	1,682,326	2,420,155
FURNITURE & FIXTURES	8,954,411	5,683,062		14,637,473	1,949,370	1,648,808		3,599,178	11,018,295	8,954,411
OFFICE EQUIPMENTS	1,090,261	317,631		1,407,892	299,368	175,894		475,262	932,630	1,090,261
COMPUTER										
a) Computer Peripherals	6,858,663	864,772		7,723,435	3,837,408	2,551,848		6,389,346	1,334,089	6,858,663
b) Computer Software	8,768,650	8,221,112		16,989,762	5,869,781	3,479,507		9,349,288	7,139,829	8,268,005
ELECTRIC INSTALLATIONS	1,108,351			1,108,351	289,551	141,536		431,087	677,264	1,108,351
IX. LIBRARY BOOKS										
a) Library Books	5,535,887	1,160,308		6,696,195	2,760,758	2,176,270		4,937,028	1,759,167	5,535,887
b) Journals (book)	1,096,650			1,096,650					1,096,650	1,096,650
XI. AIR CONDITIONERS	1,277,336			1,277,336	350,689	163,116		513,805	763,531	1,277,336
- TOTAL OF CURRENT YEAR (A)	78,960,191	27,810,401	0	106,770,592	25,254,575	16,806,042	0	42,060,617	64,709,975	
- TOTAL OF PREVIOUS YEAR										78,960,191
B. CAPITAL WORK-IN-PROGRESS										
a) Boundary Wall (CWIP)	18,393,299	124,686		18,393,299						18,393,299
b) Campus Road (CWIP)	5,690,281	393,192		6,083,473					6,083,473	5,690,281
c) Core Lab Complex (CWIP)	32,190,757	27,059,834		59,250,591					59,250,591	32,190,757
d) Hall of Residence - I (CWIP)	44,390,410	45,005,890		89,396,300					89,396,300	44,390,410
e) Service Block (CWIP)	696,073	1,182,866		1,878,939					1,878,939	696,073
f) Lecture Hall (CWIP)	688,507			688,507					688,507	688,507
g) Survey & Site Developments	1,142,722	58,414		1,201,136					1,201,136	1,142,722
h) Campus Roads	4,640,000			4,640,000					4,640,000	4,640,000
i) 3 Stater Hostel		5,378,163		5,378,163					5,378,163	
j) Sewage Treatment Plant		2,947,528		2,947,528					2,947,528	
k) Electric Installation		468,035		468,035					468,035	
l) Tubewell & W. Supply		14,000		14,000					14,000	
III. CAPITAL GOODS IN TRANSIT										
a) Lab Equipment	26,740,186	36,869,093		63,629,279					63,629,279	26,740,186
TOTAL OF CURRENT YEAR (CWIP) (B)	134,447,549	119,521,701	0	253,969,250	0	0	0	0	253,969,250	134,447,549
TOTAL (A+B)	213,407,740	147,332,102	0	360,739,842	25,254,575	16,806,042	0	42,060,617	318,679,225	213,407,740
(Raghunath Bhattacharya) Div. Director										

(Raghunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 9 (INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1	IN GOVERNMENT SECURITIES	0	0
2	OTHER APPROVED SECURITIES	0	0
3	SHARES	0	0
4	DEBENTURES & BONDS	0	0
5	SUBSIDIARIES & JOINT VENTURES	0	0
6	OTHERS (BANK FIXED DEPOSIT)	0	0
	TOTAL	0	0

(Raghunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 10 (INVESTMENT - OTHERS)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)		PREVIOUS YEAR (As on 31/03/2008)	
1	IN GOVERNMENT SECURITIES	0		0	
2	OTHER APPROVED SECURITIES	0		0	
3	SHARES	0		0	
4	DEBENTURES & BONDS	0		0	
5	SUBSIDIARIES & JOINT VENTURES	0		0	
6	OTHERS				
	a) FIXED DEPOSIT IN BANK-AGAINST LC	0		0	
	b) FIXED DEPOSIT - OTHERS	39,500,000	39,500,000	4,500,000	4,500,000.00
	TOTAL		39,500,000		4500000

(Raghunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 11(CURRENT ASSETS, LOANS, ADVANCES ETC.)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)		PREVIOUS YEAR (As on 31/03/2008)	
A)	CURRENT ASSETS:				
1.	Inventories				
a)	Stores & Spares		0		0
b)	Loose Tools		0		0
c)	Stock-in-trade		0		0
2.	Sundry Debtors:				
a)	STUDENT FEE RECEIVABLE	26,203		90	
b)	HALL MANAGEMENT ACCOUNT	0		0	
c)	STUDENT BENEFIT ACCOUNT	0	26,203	0	90
3.	Cash Balance in Hand		0		0
4.	Bank Balances:				
a)	With Scheduled Banks				
	-On SBI (Grant) Current Account	15,616,343		3,523,410	
	-On Canara Bank (Grant) Savings Account	3,407,811		3,354	
	-On SBI FEE Account	1,567,528		6,246,351	
	-On SBI (Project) Account	667,703	21,259,385	213,376	9,986,491
b)	With Non-Scheduled Banks				
	TOTAL (A)		21,285,588		9,986,581
B)	LOANS, ADVANCES & OTHER ASSETS				
1.	Loans:				
a)	Staff		0		0
b)	Other Entities		0		0
c)	Others		0		0
2.	Advances and Other Amount Recoverable				
a)	On Capital Account				
	i) Advance (Mobilisation Adhoc Secured Purchase)	25,042,938		1,641,552	
	ii) Security Deposit (Recreation)	292,850		161,711	
	iii) Advance for Exp	139,124	25,474,912	131,937	1,935,200
b)	Pre-Payments				
	i) On Air Journals	2,635,898		3,953,549	
	ii) BSNL	467,418		0	
	iii) Prepaid Expenses	85,277	3,188,593	13,710	3,967,259
c)	Receivables				
	i) Interest Accrued Receivable (SB A/C)	0		53,865	
	ii) Recovery Staff	0		20,130	
	iii) Recovery Student	0		0	
	iv) Central Scheme Scholarship	1,297,356	1,297,356	0	73,995
3.	Income Accrued				
a)	On Investments from Earmarked Endowment Funds	0		0	
b)	On Investments - Others	568,564		0	
c)	On Loans & Advances	0		0	
d)	Others	0	568,564	0	0
4.	Claims Receivable	0	0	0	0
	TOTAL (B)		30,529,425		5,976,454
	TOTAL (A+B)		51,815,013		15,963,035

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FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 12 (INCOME FROM SALES/SERVICES)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	Income From Sales		
	a) Sale of Finished Goods	0	0
	b) Sale of Raw Materials	0	0
	c) Sale of Scrap	0	0
	d) Others	0	
2)	Income From Services		
	a) Labour & Processing Charges	0	0
	b) Professional/Consultancy Services	0	0
	c) Agency Commission & Brokerage	0	0
	d) Maintenance Services (Equipment/Property)	0	0
	e) Others	0	0
	TOTAL	0	0

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FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 13 (GRANTS/SUBSIDIES) (REVENUE)

(Irrevocable grants & Subsidies Received)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	Central Government (MHRD) (PLAN)	0	0
2)	State Government (s)	0	0
3)	International Organisations	0	0
4)	Others	0	0
	TOTAL	0	0
	TRANSFERRED TO INCOME/EXPENDITURE ACCOUNT		
	TRANSFERRED TO CAPITAL/CORPUS FUND		

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FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 14 (FEES/SUBSCRIPTIONS)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	<u>STUDENT FEES</u>		
	a) Income From Student Fees	9,091,490	3,328,161
	c) Summer Course	54,060	38,540
	d) Others	0	0
	TOTAL	9,145,550	3,366,701


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FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 15 (INCOME FROM INVESTMENTS)

SL. NO.	PARTICULARS	Investment from Earmarked Fund		Investment - Others	
		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)
1)	Interest				
	a) On Govt. Securities	0	0	0	0
	b) Other Bonds/Debentures	0	0	0	0
	c) On Bank Fixed Deposits	0	0	0	0
	d) On Savings Bank Deposits	0	0	0	0
2)	Dividends				
	a) On Shares	0	0	0	0
	b) On Mutual Funds Securities	0	0	0	0
3)	Rents	0	0	0	0
4)	Others	0	0	0	0
	TOTAL	0	0	0	0
	TRANSFERRED TO EARMARKED/ENDOWMENT FUND	0	0	0	0

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FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 16 (INCOME FROM ROYALTY, PUBLICATION ETC.)


SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	INCOME FROM ROYALTY	NIL	NIL
2)	INCOME FROM PUBLICATION	NIL	NIL
3)	OTHERS	NIL	NIL
	TOTAL	0	0
<p>(Raghunath Bhattacharya) Dy. Registrar</p>			

FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 17 (INTEREST EARNED)

SL. NO.	PARTICULARS	Amount	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	On Term Deposits:			
	a) With Scheduled Banks			1,784,285
	Received	115,923		
	Accrued	568,564	684,487	
	b) With Non-Scheduled Banks		0	0
	c) With Institutions		0	0
	d) Others		0	0
2)	On Savings Accounts:			
	a) With Scheduled Banks		351,549	128,652
	b) With Non-Scheduled Banks		0	0
	c) With Post Office Savings Account		0	0
	d) Others		0	0
3)	On Loans:			
	a) Employees/Staff		0	0
	b) Others		0	0
4)	Interest on Advances		120,489	402,388
	TOTAL		1,156,525	2,315,325

(Raghu

 (Raghunath Bhattacharya)
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FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 18 (OTHER INCOME)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	Profit on Sale/Disposal of Assets:		
	a) Owned Assets	0	0
	b) Assets Acquired out of Grants, or received free of cost	0	0
2)	Export Incentives Realised	0	0
3)	Fees for Miscellaneous Services	0	0
4)	Miscellaneous Income		
	a) Sale of News Paper/Periodicals	0	650
	b) Sale of Tenders	92,500	21,500
	c) Stale Cheques (Cheques issued but not presented within validity date)	0	0
	d) Other Miscellaneous Incomes	246,593	161,723
	e) Prior Period Income	0	20,559
	TOTAL	339,093	204,432


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FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 19 (INCREASE/(DECREASE) IN STOCK OF FINISHED GOODS & WORK-IN-PROGRESS

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
a)	Closing Stock		
	- Finished Goods	0	0
	- Work-in-Progress	0	0
b)	Less: Opening Stock		
	- Finished Goods	0	0
	- Work-in-Progress	0	0
	NET INCREASE/(DECREASE) (a-b)	0	0


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FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 20 (ESTABLISHMENT EXPENSES)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
a)	Salaries & Wages	15,807,263	10,391,661
b)	Leave Salary Contribution (Other Institutes' Employees)	58,182	85,939
c)	Pension Contribution (Other Institutes' Employees)	89,917	145,045
d)	Medical Aid & Staff Welfare Expenses	592,455	125,190
	TOTAL	16,547,817	10,747,835

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FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 21(OTHER ADMINISTRATIVE EXPENSES ETC.)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
a)	Advertisement & Publicity	2638845	2,295,162
b)	Bank Charges	20160	9,586
c)	Consumables	568079	359,232
d)	Electricity & Power	2011091	1,617,019
e)	Honorarium	1200090	774,807
f)	Hospitality Expenses	567976	292,534
g)	House Keeping Expenses	2764381	1,265,127
h)	Insurance	68349	2,742
i)	Newspaper & Periodicals	7534	16,490
j)	Other Misc. Expenses	654133	759,144
k)	Postage, Telephone & Communication Charges	1604908	1,250,993
l)	Printing & Stationary	938961	470,715
m)	Professional Charges	521000	162,500
n)	Rent, Rates & Taxes	2682254	1,992,213
o)	Repair & Maintenance	526956	4,146,288
p)	Travelling and Conveyance	2596838	2,004,218
q)	Transportation	1632665	1,011,622
	Total(A)	21004220	18430392
	PERTAINING TO ACADEMIC		
a)	Book Grant to Faculties	48066	235,126
b)	Computer Consumables	385319	111,622
c)	Online Journals	5323178	6,565,008
d)	Scholarship/Asst ship/Pocket Allowance (SC/ST Students)	1908110	1,410,400
e)	Workshop/Seminar Expenses	510041	348,631
f)	Departmental Expenses	430849	10,747
	Student Support Services	472888	272,185
h)	CEED Charges(IIT Bombay)	200000	
	TOTAL(B)	9,278,451	8,953,719
	TOTAL(A+B)	30,282,671	27,384,111

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FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 22 (EXPENDITURE ON GRANTS, SUBSIDIES, ETC.)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
a)	Out of Grants Given to Institute (NBHM)	0	0
b)	Out of Subsidies Given to Institute	0	0
	TOTAL	0	0


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FORM OF FINANCIAL STATEMENTS

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

SCHEDULE - 23 (INTEREST PAID/PAYABLE)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
a)	On Loan from Bank of Maharashtra	0	0
b)	On Loan from Canara Bank	0	0
c)	Others		
	TOTAL	0	0


 (Raghunath Bhattacharya)
 Dy. Registrar

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

SCHEDULE FORMING PART OF THE ACCOUNTS FOR THE PERIOD ENDED
31ST MARCH 2009.

SCHEDULE - 24 (SIGNIFICANT ACCOUNTING POLICIES)

A] ACCOUNTING CONVENTION

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting as per the Common Format of Accounting prescribed by Ministry of Human Resource Development (MHRD) for all Central Autonomous Bodies.

The account has been maintained through following vouchers: Receipts/ Payment/ Journal/ Purchase vouchers. The payment made under direct expenditure heads and through creditors under the category: General Creditors, Purchase Creditors, and Construction Creditors.

B] INVENTORY VALUATION

Being an Educational Institution, Stores and Spares (including machinery spares) and consumables have been valued at cost.

C] INVESTMENTS

There are no investments other than Bank Fixed Deposits, which are valued at cost only. No brokerage or other expenses have been incurred in making such investments.

D] EXCISE DUTY

Being an Educational Institution, there is no such item of production which attracts excise duty.

E] FIXED ASSETS

Fixed assets are valued at cost of acquisition inclusive of inward freight, duties and taxes and incidental and direct expenses related to acquisition.

No fixed asset has been received directly by way of non-monetary grant during the year under consideration.

F] DEPRECIATION

The Institute has not charged depreciation on the assets, being created out of Grant from Govt. of India and as per General Financial Rules 2005 it was not to be charged, as stated in the Accounting Policies in the previous year.

However, as per the report of Principal Acctt. General (Civil & Con. Audit) M.P. Gwalior vide No. OAD-II/SAR/PDPM-III/2007-08/10 dated 16th April' 2009 the accounts the Institute were qualified being assets overstated and expenditure understated to the extent of non provision of Depreciation of Rs.1.03 crores.

In view thereof, the Administration of Institute decided to provide the Depreciation on assets for the current year totaling Rs.1.68 crores, besides Rs.2.53 crores for previous year i.e. 2005-06, 2006-07 & 2007-08.

This being a change in accounting policy to meet the statutory requirement.

Depreciation is provided on straight line method as per rate specified in the Income Tax Act 1961.

G] MISCELLANEOUS EXPENDITURE

There is no deferred revenue expenditure during 2008-09.

H] ACCOUNTING FOR SALES

This is being an Educational Institution there is no sales during the year under consideration.

I] GOVERNMENT GRANTS SUBSIDIES

As the Institute is fully funded by the Ministry of Human Resource Development and the grants are treated as irrevocable, the same has been accounted on accrual basis. However, there was no such part of the grant to be received which could have been accounted on accrual basis in 2008-09. Total Grant received is capitalized under Corpus Fund.

J] FOREIGN CURRENCY TRANASCTIONS

There is no such foreign currency transaction during the year under review.

K] LEASE

There is no lease rental either paid or due during the financial year.

L] RETIREMENT BENEFITS

As the institute is newly setup the liability towards retirement benefits like gratuity and leave encashment does not arise. However, in future years the proper provisioning will be done on the actuarial valuation for retirement benefits as per Accounting Standard - 15.

M] MISCELLANEOUS

The figures of corresponding period of previous year have been re-grouped /re-arranged wherever necessary.

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

SCHEDULE FORMING PART OF THE ACCOUNTS FOR THE PERIOD ENDED
31ST MARCH 2009.

SCHEDULE - 25 (CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS)

CONTINGENT LIABILITIES: Nil

NOTES ON ACCOUNTS:

A] STUDENTS FEES ACCOUNT

Fees received during December 2008 for the Semester January – June 2009 is accounted for on accrual basis. Hence, Rs 2392365/- being fees for 2009-10 is shown as Current Liabilities.

B] CCB COUNSELING FEES

The CCB fees is deposited by the students @ Rs 15000/-(Other) and Rs.5000/- (SC/ST) per student at the time of counseling of AIEEE. The Central counseling board refunds the entire amount to Institute after the counseling and the Institute refunds the same when student reports for admission in the Institute. The CCB fees taken as Receipts & payment in the Financial year in the year of Receipt &/or Payment.

C] LAB EQUIPMENT IN TRANSIT

Capital goods in transit in Fixed Asset of Rs 63629279/- include imported lab equipments of Rs 27150186 - lying at CWC Ware House, New Delhi since last year. The said equipment is in process for clearance from DSIR for exemption of custom duty.

D] GRANT RECEIVED

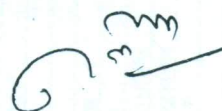
- 1) Grant received during the year of Rs 23.92 crore is shown in the Statement of Receipt & Payment and the effect of Grant Utilised has been credited to Capital Corpus Fund in the Balance Sheet and not taken as an Income in the Income & Expenditure Account.
- 2) An amount of Rs.624120 - sanctioned by the Govt. of India Ministry of Social Justice & Empowerment vide No. 11017/85/2007-SCD-I dated 26th Aug. 2008, under the Central Sector Scholarship Scheme of Top Class education for SC Student for 2007-08 during the year 2008-09; is not yet received. As the payment to respective students is made during the year and shown as expenditure in the statement of Income & Expenditure accounts; hence the Grant receivable is shown as income with corresponding debt in the Balance Sheet set forth above.

- 3) An amount of Rs.70630/- sanctioned by the Govt. of India Ministry of Tribal Affairs Education Section vide No. 11021/52/2007-Education Dated 5th Feb' 2009 under the Central Sector Scholarship Scheme of Top Class Education for ST Students received on 23rd March' 2009, but the same is wrongly deposited in SBI saving a/c instead of current a/c (Grant Account). As per the accounting policy, the same is remains to be transferred.

E] INCOME TAX

Being an Educational Institute no provision for Income Tax has been made.

Schedules 1 to 25 are annexed to and form an integral part of the Balance Sheet as on 31-3-2009 and Income and Expenditure Account for the year ended on that date.



(Raghunath Bhattacharya)
Dy. Registrar

INFORMATION TECHNOLOGY DESIGN & MANUFACTURING, JABALPUR

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RECEIPT & PAYMENT ACCOUNT FOR THE FINANCIAL YEAR ENDING 31ST MARCH, 2008 (CONTD.)

RECEIPT & PAYMENT ACCOUNT FOR THE FINANCIAL YEAR ENDING 2008-09									
RECEIPTS		(Amount in Rs.)		SL. NO.	PAYMENTS		(Amount in Rs.)		PREVIOUS YEAR (As on 31/03/2008)
	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)	
A. AMOUNT BORROWED									
			0						
				k)	GPF (Other institutes)	50,000		113,800	
				l)	TDS Recovered and Paid	4,393,443		2,293,175	
				m)	New Pension Contribution Paid	1,427,194		934,890	
				n)	Professional Tax Paid	55,653		65,420	
				o)	WCT Paid	1,856,460		1,175,103	
				p)	Mess Advance	8,000		8,000	
				q)	Caution Money (Refund)	15,000		20,000	
				r)	Scholarship (MCM)	465,000		999,000	
				s)	1% Labour Welfare Cess	344,920		0	
				t)	Mess Dues	1,250	120,914,731	0	111,110,256
				u)					
CLOSING BALANCES									
VIII Bank Balances									
				a)	Canara Bank Grant Account, Jabalpur	3,407,811		3,354	
				ii)	SBI Grant Account, GEC Campus, Jabalpur	1,567,528		3,523,410	
				iii)	SBI Student Fee A/c, Jabalpur	15,616,343		6,246,351	
				iv)	SBI Project Account	667,703	21,259,385	213,376	9,986,491

(Raghunath Bhattacharya)
Dy. Registrar



PDPM

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR**
(An Institute Established by MHRD Govt. of India)

IT Bhawan, Jabalpur Engineering College Campus, Gokulpur, Jabalpur 482 011 India

GFR 19-A
[See Rule 212(1), GFR – 2005]

FORM OF UTILISATION CERTIFICATE

S.No.	Letter No. & Date	Amount
1	Sanctioned order No. 17-4/2008 T.S.I. dated 24.06.2008	52500000.00
2	Sanctioned order No. 17-4/2008 T.S.I. dated 15.09.2008	52500000.00
3	Sanctioned order No. 17-4/2008 T.S.I. dated 29.12.2008	45000000.00
4	Sanctioned order No. 17-4/2008 T.S.I. dated 27.02.2009	89200000.00
Total		239200000.00

Certified that out of Rs. 239200000/- (Rupees Twenty Three Crores Ninety Two Lacs Only) of Grant-in-aid sanctioned during the year 2008-09 in favour of **PDPM-Indian Institute of Information Technology, Design & Manufacturing, Jabalpur, Madhya Pradesh** under Ministry of Human Resource Development Letter Nos. given in the margin and Rs.5595713/- on account of unspent balance of the previous year a sum of Rs.205121670/- has been utilized for the purpose of Plan expenditure for which it was

sanctioned and that the balance of Rs.39674043/- remaining unutilized at the end for the year will be adjusted towards the grants-in-aid payable during the next year 2009-10.

- 2 Certified that the I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

(Raghunath Bhattacharya)
Dy. Registrar

Dated :