

Agenda & Notes

FC NO. 13

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

Venue of the Meeting

Conference Room, Shastri Bhawan, MHRD

Date and Time of the Meeting

February 25, 2010 at 11.30 am



PDPM
Indian Institute of Information Technology,
Design and Manufacturing Jabalpur

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

2010/1st Meeting of Finance Committee

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

AGENDA

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

To be placed in the meeting itself

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

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

- **Plan Grant Utilization**

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

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

- **Campus Construction Work**

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

- **New Research Projects**

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

- **Faculty and non faculty recruitment**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FC/2010:01/07 :

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

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

FC/2010:01/08 :

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

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

FC/2010:01.09 :

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

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

FC/2010:01.10 :

To consider Purchase Manual of the Institute.

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

FC/2010:01.11 :

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

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

FC/2009:01.12 :

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

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

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

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

FC/2009:01.13

Reporting Items

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

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

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

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

3. Authorisation of Officers for NPS Operations

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

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

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

5. Opening of Institute's Account in Allahabad Bank

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

FC/2010:01.13 :

Any other item with the permission of Chair

FC/2010/01/ANNEXURE- I

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

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

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

Members Present:

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

FC/2009: 02.01

Opening Remarks by the Chairman

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

FC/2009:02.02

Overview Report by the Director

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

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

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

