

# Agenda Notes

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FC No - 14

2010: 2<sup>nd</sup> Meeting  
*of the*  
**Finance  
Committee**

Venue of the Meeting

Conference Room, PDPM-IIITDM Jabalpur

Date and Time of the Meeting

July 27, 2010 at 10:00 am



PDPM  
Indian Institute of Information Technology,  
Design and Manufacturing Jabalpur

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

**FC/2010/2<sup>nd</sup> Meeting (Finance Committee)**

[To be Held on July 27, 2009 at 10.00 AM ]  
Venue - Conference Hall, PDPM-IIITDM Jabalpur

**AGENDA**

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- (2) To consider the Preliminary Estimate for the work of Construction of Visitors Hostel with total cost of Rs 1078 Lakhs (Rs. One thousand and seventy eight Lakhs only) as per PE prepared by the Architects M/s Kanvinde Rai & Chaudhary.
- (3) To consider the Revised Preliminary Estimate for the work of Construction of Lecture Hall & Tutorial Complex with a total cost of Rs. 3510 lakhs (Rs. Three Thousand five Hundred and ten Lakhs only) as per RP prepared by the Architect Atelier.
- (4) To consider revised estimate (RE) of shifting of 33 KV Dumna feeder away from the PDPM-IIITDM premises with a total cost of Rs. 18 Lakhs (Rs. Eighteen Lakhs only) as provided by Madhya Pradesh Poorva Kshetra Vidyut Vitaran Company Ltd.
- (5) To consider Revised Estimate (RE) for power supply of 1500 KVA new HT connection on 33 KV to PDPM-IIITDM Jabalpur with a total cost of Rs. 133.28 Lakhs (Rupees One Hundred Thirty Three point Twenty Eight Lakhs only) as provided by Madhya Pradesh Poorva Kshetra Vidyut Vitaran Company Ltd.
- (6) To consider Preliminary-cum-Detailed Estimate for road network (Phase-I) at PDPM-IIITDM with a total cost of Rs. 255 Lakhs (Rs. Two hundred fifty five Lakhs only) as provided by the CPWD.
- (7) To consider Preliminary-cum-Detailed Estimate for External Lighting Works Phase-I at PDPM-IIITDM Jabalpur with a total cost of Rs. 79 Lakhs (Rs. Seventy nine Lakhs only) as provided by Architect Atelier.
- (8) Reporting items  
A/A & ES given by the Director for the works as per Annexure-A9 of Building & Works Committee Agenda.

The Agenda of the B&WC is placed herewith as FC/2010/2/Annexure-II

**FC/2010: 02.05**

**Ratification of the Approval accorded by the Chairman on the Final Accounts for the Financial Year 2009-10**

As per BOG's Resolution BOG/2009 : 2.4 vide its meeting held on 20<sup>th</sup> July, 2009, the Chairman of BOG/FC is empowered to approve the Final Accounts to avoid delay in forwarding the same to Principal Accountant General for audit. The Financial Accounts for the Financial Year 2009-10 have been approved by the Chairman (with certain observations). Copy of the same is placed herewith as FC/2010/2/Annexure-III. The Finance Committee is requested to ratify the approval. Further, the Finance Committee is requested to recommend the same to the Board for ratification.

**FC/2010 : 02.06      Reporting Items :-**

Nomination of members of Finance Committee as Central Government Nominees by the MHRD, Govt. of India:-

The MHRD, Govt of India has, vide its letter No. F No. 18-6/2007-TS.I dated June 17, 2010 has nominated persons on the following positions as Central Govt. Nominees (members) for Finance Committee. A Copy of MHRD Letter is placed herewith as **FC/2010/2/Annexure-IV**

- (1) Divisional Head (IIITs), Department of Higher Education, MHRD, GOI.
- (2) Director (Finance), Department of Higher Education, MHRD, GOI.

**FC/2010 : 02.07      Any other item with the permission of the Chair**

Will be taken up for discussion during the meeting (if any).

Minutes of the 2010/1<sup>st</sup> Meeting of Finance Committee held on February 25, 2010 at 11.30 Hrs at the Conference Room, First Floor, C Wing, Shastri Bhawan, New Delhi

Members Present:

1.	Shri A.K. Singh, IAS(Retd), Chairman, PDPM IIITDMJ	-	Chairman
2.	Shri S.K. Ray, JS & FA	-	Member
3.	Shri Anurag Jain, Secretary to CM and Dept. of IT, Govt of MP	-	Member
4.	Prof Aparajita Ojha, Director, PDPM IIITDMJ	-	Member (Ex-Officio)
5.	Shri C.T. Mahajan, Representative of Shri Ashok Thakur, AS, MHRD, GOI)	-	Special Invitee
6.	Prof S.G. Dhande, Director, IIT, Kanpur	-	Special Invitee
7.	Shri V.K. Dubey, AE(Civil), PDPM IIITDMJ	-	Special Invitee
8.	Shri Ram Phal Dwivedi, DR(F &A), PDPM IIITDMJ	-	Secretary

Due to unavoidable circumstances Prof. M.K. Harbola, requested for leave of absence. The Chairman granted the same.

After deliberations on the agenda items, following recommendations were made :-

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

The Chairman welcomed all the members and asked the Director to begin with the progress report of the Institute.

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

The Director welcomed members of the Finance Committee and presented a report on the progress of the Institute and the developments that took place during the period of July 21, 2009 – February 25, 2010.

Members expressed their satisfaction on the performance of the Institute on plan grant utilization.

However, members were of the view that construction activity should be further intensified. The Director informed the members that several proposals are underway and would be presented in the next meeting. Members also noted with satisfaction Institute's move on filling up of the vacant posts. Further, member expressed their concern over the delay in the audit report and advised the Institute to approach the AG office to get the audit report of 2008-09 at the earliest.

**FC/2010:01.03 : Confirmation of Minutes of Meeting held on 20<sup>th</sup> July 2009**

Minutes of 2009/2<sup>nd</sup> Finance Committee meeting held on 20<sup>th</sup> July 2009 were confirmed.

**FC/2010:01.04 : Recommendations of the Building & Works Committee held on 16<sup>th</sup> February 2010**

The Finance Committee deliberated on the following recommendations of the Building and Works Committee and decided on each of the item as mentioned below.

**(a) B&WC/2010:01:03: To consider Preliminary Estimates for the construction work of Narmada Residency-II (50 Nos of Flats)**

The recommendations of B&WC for construction of 50 Nos of flats of Narmada Residency-II with a Preliminary Estimate (PE) amounting to Rs. 1598 Lacs (Rs One thousand five hundred ninety eight lacs only), including architects fee@ 5% (plus service tax as applicable on fees) and 3% contingencies were further recommended to the BOG for Administrative Approval and Financial Sanction (A/A & F/S).

*Amal K. Singh*

(b) B&WC/2010:01:04: To consider Preliminary Estimates for the construction work of Narmada Residency-III (60 Nos of Flats)

The recommendations of B&WC for construction of 60 Nos of flats of Narmada Residency-III with a modified Preliminary Estimate (PE) amount to Rs. 2203.58 lacs (Rs Two thousand Two Hundred and three point five eight lacs only) including architects fee @5% (plus service tax as applicable on fees) and 3% contingencies was further recommended to the BOG for Administrative Approval and Financial Sanction (A/A & F/S).

(c) B&WC/2010:01:07: To consider the Preliminary Estimates for External HT Line.

The Finance Committee recommended the provisional PE as recommended by B&WC of Rs. 1,31,14,268/- (Rs. One Crore thirty one lacs fourteen thousand two hundred sixty eight only) for the External HT line (Phase-II) to the BOG for Administrative Approval and Financial Sanction (A/A & FS).

(d) B&WC/2010:01:08: To review the Progress of Hall of Residence I (SH.: Civil & Electrical).

The Finance Committee members deliberated on the issue of giving extension for completing the construction of Hall of Residence-I and recommended to extend the date of completion upto 31 May 2010 for Civil works to M/s NM Roof Pvt Ltd and additional one month for completing the Electrical works to M/s Bhardwaj brothers ( electrical contractor).

The members also discussed on the issue of releasing the security deposit of M/s NM Roof Pvt Ltd amounting to Rs. 43.72 lacs (deposited with the Institute) against equivalent Bank Guarantee. The committee advised the Institute to refer to the terms and conditions of the agreement signed with the construction agency. It was advised that if the terms and conditions have any provision of releasing security deposit against bank guarantee, the same might be recommended to the BOG for approval.

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 for Rs. 4605.84 lacs was recommended for approval to the Board. The Finance Committee advised the Institute to revise the Budget Estimates (B.E.) of year 2010-11 amounting to Rs. 9825.16 lacs and bring that down to approximately 6000.00 lacs. The Committee authorized the Chairman to recommend the revised estimate of 2010-11 to the BOG. ( Please see FC/2010/1/Annexure-III).

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

The committee recommended to the BOG for adoption of Receipt and Payments account for the FY 2008-09.

FC/2010:01/07 : **Placement of Audit Report for the F.Y. 2007-08 and 2008-2009**

The Finance Committee recommended the Audit Report for the F.Y. 2007-08 to the BOG. As the Audit report of F.Y. 2008-09 is awaited, the Committee authorized the Chairman to approve the same to enable the institute to place it before both the houses of Parliament.

FC/2010:01/08 : **Implementation of Sixth Pay Commission recommendations as amended by the MHRD, GOI related to pay, allowances and other**

*Atishat K. Singh*

000006

benefits to teaching and other Staff of Institute : Ratification of the approval accorded by Chairman, BOG.

Approval of the Chairman to implement the revised pay scales for teaching and other staff as per the recommendations of 6<sup>th</sup> Pay Commission and as amended by the MHRD, GOI vide various orders issued from time to time was recommended to the BOG for ratification.

**FC/2010:01.09 :**           **To consider and recommend the Medical Attendance and Treatment Policy of the Institute.**

The committee discussed at length on the draft of Medical Attendance and Treatment Policy and recommended the same to the Board only for Faculty, Officers and other staff. The Committee also recommended to the Board the proposed policy for OPD treatment and issue of medicines to the students. However, the Finance Committee advised the institute to explore medical claim and insurance policy for hospitalization and treatment of students.

**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 20<sup>th</sup> of July, 2009. A committee consisting of Shri Ashok Thakur, AS, Higher Education, Director of the Institute and Director (F), MHRD was formed to review and suggest amendments if any. Since the Director (F) MHRD requested for additional time to convey his comments, the matter was postponed for the next meeting of the Finance Committee.

**FC/2010:01.11 :**           **To consider extending Mobile Phone facility to Officers & Staff on need basis**

On considering the functional difficulty at remote location, the committee recommended the case for approval to the BOG with the rider that the Institute would identify the key positions of Officers and Staff (who are not eligible as per Government rules) for extending the mobile phone facility to them as per Institute's requirement.

**FC/2009:01.12 :**           **Application Fee chargeable from candidates applying for various posts at the Institute**

The committee recommended the charges as proposed by the institute and also included Physically Handicap candidates in exemption list alongwith SC/ST candidates.

**FC/2009:01.13 :**           **Reporting Items**

The Finance Committee took note of the reporting items. There were no adverse or advisory comments on the report items.

**FC/2010:01.14 :**           **Any other item with the permission of Chair**

**(a) Fixation of monthly emoluments for Emeritus Fellow after the revision of pay scales of faculty**

The Finance Committee deliberated on the issue and decided to recommend to the BOG the revised emoluments for Emeritus Fellows as per following details:

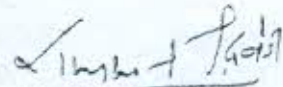
(i)	Salary -	Rs. 35000/- per month
(ii)	Transport allowance-	Rs. 2500/- per month
(iii)	House Rent allowance-	Rs. 10,000/- per month
	Total-	Rs. 47,500/- per month

**(b) Rules and Guidelines for Consultancy and Sponsored Research / Development Projects:**

Kishor K. Kishor

After detailed discussions, the Finance Committee recommended to constitute a Committee consisting of the following persons.

- (i) Dean (R&D), IIT Kanpur
- (ii) Dean (R&D), IIT Bombay
- (iii) One Senior Faculty, PDPM-IIITDM, Jabalpur



(R. P. Dwivedi)  
Deputy Registrar & Secretary

Submitted for Approval please

through

*Aojha*  
8-3-2010  
Prof. Aparajita Ojha, Director

*Approved*  
*Aojha*  
10/3

To  
The Chairman,  
Finance Committee, PDPM-IIITDM Jabalpur



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

## PART-I(PLAN-RECURRING)

Sl. No.	Budget Head	Budget Estimates(BE) 2009-10	Expenditure as on 30.09.2009	Revised Budget(RE) 2009-10	Budget Estimates(BE) 2010-2011
1	2	3	4	5	6
<b>A' Salary Component</b>					
1	<b>(a) Faculty</b>				
	(i) Regular Salary (R)		48.33	165.00	340.00
	(ii) Arrear (A)		0.00	110.00	0.00
	(iii) Contractual Faculty (C)		6.67	14.00	20.00
	Total (R+A+C)		55.00	289.00	360.00
	<b>(b) Non-Faculty</b>				
	(i) Regular Salary (R)	240.00	17.52	52.00	113.00
	(ii) Arrears (A)		0.00	4.50	0.00
	(iii) Contractual (C)		17.18	28.00	20.00
	Total *(R+A+C)		34.70	84.50	133.00
	<b>(c) New Pension Scheme</b>		12.15	40.00	32.00
	(d) Leave Salary & Pensionary Contribution	0	0.00	1.00	5.00
	e) Medical Aid & Staff Welfare	10.00	2.19	6.00	15.00
	f) Honorarium	25.00	4.33	20.00	20.00
	<b>Total</b>	<b>275.00</b>	<b>108.37</b>	<b>440.50</b>	<b>565.00</b>
<b>B' Non-Salary Component</b>					
2	<b>Student Scholarship (Ph.D, M.Tech, M.Des, MCM, SC/ST)</b>	40.00	17.11	43.00	50.00
3	<b>Administrative Expenses</b>				
	a) Advertisement & Publicity	30.00	34.15	62.00	60.00
	b) Postage & Telephones	15.00	3.98	21.00	15.00
	c) Printing & Stationary	10.00	3.32	10.00	20.00
	d) Rental Charges	6.00	2.87	8.00	10.00
	e) Repair & Maintenance	8.00	2.00	12.00	15.00
	f) Travelling & Conveyance	30.00	20.64	30.00	50.00
	g) Insurance and Bank Charges	1.00	0.11	1.00	10.00

