

Agenda Notes

22nd Meeting *of the* **Finance Committee**

Venue of the Meeting

The Connaught Hotel,
37, Shaheed Bhagat Singh Marg, New Delhi

Date and Time of the Meeting

October 11, 2013 at 1030 HRS



PDPM
Indian Institute of Information Technology,
Design and Manufacturing Jabalpur

**PANDIT DWARKA PRASAD MISHRA
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING JABALPUR (M.P.)**

**22nd MEETING OF THE FINANCE COMMITTEE
TO BE HELD ON OCTOBER 11, 2013 AT 1030 HRS.
VENUE: THE CONNAUGHT, HOTEL, 37, SHAHEED BHAGAT SINGH MARG, NEW DELHI**

AGENDA

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FC/22/01

Opening Remarks by the Chairman.

Will be delivered by the Chairman in the meeting itself.

- (i) Financial progress – Institute has received Rs. 4000 lakhs in the 1st half of the financial year from MHRD, GOI as Plan grant in aid. Out of which Institute has deposited an amount of Rs. 2685.14 lakhs with the CPWD for construction works, an expenditure of Rs. 50.42 lakhs has been incurred for purchase of Furniture & Fixtures, Rs. 23.30 lakhs on Lab equipment, Rs. 12.35 lakhs on books and online journals, Rs. 168.01 paid as advance to DGS&D for purchase of computers, UPS, peripherals and other items and Rs. 5.31 lakhs on purchase of computer and peripherals at institute level. Further, the Institute has incurred following expenditure on recurring expenses - salary Rs. 298.3 lakhs and for general expenditure Rs. 465.70 lakhs (includes major expenditure on outsourcing of manpower Rs. 121.77 lakhs, Assistance ship/Scholarship Rs. 94.00 lakhs, Electricity charges 76.00 lakhs, New Pension Scheme Rs. 24.81 lakhs, TA/DA 14.36 lakhs and Students support Rs. 14.61 and advertisements Rs. 13.52 lakhs).
- (ii) Infrastructure development – Pace of construction works undertaken by the CPWD is slow but not so unsatisfactory. External factors such as heavy rains for three months rains and shortage of manpower during summer have also affected the progress of the work. Progress of some of the projects is as follows -
- | | | |
|------|---|---------------------------|
| (1) | Lecture Hall and Tutorial Complex (LHTC) | - 75% completed |
| (2) | Narmada Residency-III (3 BHK Residential Flats) | - 70 % completed |
| (3) | Narmada Residency-II (2BHK Residential Flats) | - 55 % completed |
| (4) | Visitor Hostel (Guest House) | - 75 % completed |
| (5) | Basket Ball Court | - 90% completed |
| (6) | P.G. Hostel (Ph-I) | - 25% completed |
| (7) | Library cum Computer Center | -10% completed |
| (8) | External Sewage System | - 40% completed |
| (9) | PG Hostel (Hall-7)Ph.2 | - foundation work started |
| (10) | Rewa Residency (2BHK Flats for Staff) | - Foundation work started |
| (11) | CC Road from Type-V to Core Lab complex | - 80% completed |
| (12) | CC Road from Security barrack to Hall-1 | - 100% completed |

Further, Hall of Residence-4, Security Barrack and Water Tank have been completed by the CPWD.

FC/22/03

Confirmation of the Minutes of 21st Finance Committee Meeting held on July 24, 2013.

The Minutes of 21st Finance Committee meeting have been circulated to all the members after the approval of the Chairman. The minutes are placed as FC/22/Annexure-I (Pg. No. 05 to 07) .

The Minutes are placed before the Committee for confirmation.

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

Minutes of FC/2013/2nd (21st) Meeting of the Finance Committee held on July 24, 2013 at 11:00 a.m. in the Conference Hall, Shastri Bhawan, MHRD, New Delhi.

Members Present:

- | | | |
|----|--|---|
| 1. | Prof. S. V. Raghavan
Scientific Secretary,
Office of the PSA, Govt. of India | Chairman |
| 2. | Prof. U. B. Desai
Director, IIT Hyderabad | Member |
| 3. | Prof. Ashok Jhunjunwala
Professor, IIT Madras | Member |
| 4. | Prof. Aparajita Ojha,
Director, PDPM-IIITDM Jabalpur | Member (Ex-officio) |
| 5. | Mr Rajesh Singh, Director (NITs)
MHRD GOI, New Delhi | Representative of
Director (Technical)TS.I |
| 6. | Shri Navin Soi
Director (Finance)
MHRD, New Delhi | Member |
| 7. | Shri Ram Phal Dwivedi
Deputy Registrar(Finance and Accounts),
PDPM-IIITDM Jabalpur | Secretary |

FC/21/1

Opening Remarks by the Chairman

The Chairman, Board of Governors welcomed all the members. He briefed the members about the infrastructure development at the Institute in the recent past. He particularly mentioned about the construction of Lecture Hall and Tutorial Complex and establishment of Amada Manufacturing Innovation Centre with two state of the art manufacturing machines gifted by Amada, Japan.

FC/21/2

Overview Report by the Director

The Director presented a report on the construction activities and facilities created at the Institute. She also informed the members that MHRD has allocated Rs. 8000 lakhs

as the grant for the financial year 2013-14. Further, she gave the following information on the grant received by the MHRD and the expenditure on major heads in the first quarter of the current financial year.

Grant received from MHRD –	Rs. 13.30 crores.
Expenditure in the First Quarter of 2013-14.	
Capital –	Rs. 08.91 crores
General Expenditure –	Rs. 02.15 crores.
Salary –	Rs. 01.91 crores

FC/21/3	Confirmation of the Minutes of FC/2013/1 st meeting held on March 1, 2013
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Minutes of FC/2013/1st meeting held on March 1, 2013 were circulated to all the members and no comments were received.

Minutes were confirmed.

FC/21/4	To consider the budget proposal within the allocated funds of Rs. 8000.00 lakhs by the MHRD, GOI under (PLAN) for the F.Y. 2013-14.
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The Board of Governors (BOG) had approved the Institute budget for Rs. 16833.95 lakhs on the recommendation of the Finance Committee for the year 2013-14 in the month of March, 2013. The same was submitted to the MHRD for its approval. Against the Institute's demand, Rs. 8000.00 lakhs have been allocated by the MHRD. Further, the Institute has been asked to submit the revised plan within the allocated fund. Accordingly a proposal for reallocation of Rs. 8085.64 lakhs (Rs. 85.64 lakhs as remaining amount of the previous year) was placed before the committee and the same was recommended for the approval of the BOG under the following budget heads:

Under object head -36 Grant-in-Aid (GIA) – Salaries: Rs. 752.80 lakhs
 Under object head -31 Grant-in-Aid (GIA) – General Expenses (Rec): Rs. 1300.28 lakhs
 Under object head -35 Grant-in-Aid (GIA) – Creating of capital assets Rs. 6032.56 lakhs

It was further suggested to re-assess the requirement after the second quarter and resubmit the proposal for a revised budget for Rs. 16833.95 lakhs (Financial Year 2013-14) if needed.

FC/21/5	To consider the recommendations of the Committee on Purchase Manual of the Institute
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The matter was deferred for placement in the next meeting of the Finance Committee.

FC/21/6	Agenda for ratification
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(1) Ratification of the approval accorded by the Chairman, Finance Committee for Annual Accounts for the Financial Year 2012-13.

The Finance Committee ratified the decision taken by the Chairman for approving the annual accounts for the financial year 2012-13. Some observations were made on the utilization of funds for equipment and project grant and it was suggested that equipment and project funds should be constantly monitored for proper utilization.

FC/21/7

Agenda items for reporting

- (i) Demand on account of short deduction raised by Income Tax Officer and the matter is in appeal

The Director briefed the members on the demand raised by the Income Tax Office, Jabalpur. It was also informed to the members that an appeal has been filed before the Commissioner of Income Tax (Appeals), Jabalpur for quashing the order of ITO, Jabalpur. Another appeal for stay on the demand has also been filed in the Office of the Commissioner of Income Tax (TDS), Bhopal.

The Finance Committee noted the action taken by the Institute with satisfaction.

FC/21/8

Any other item with the permission of the Chairman

No additional agenda item was placed.

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

Submitted for kind approval please,

Director

*AO/ha
19-8-2013*

R. P. Dwivedi

(R. P. Dwivedi)

Secretary,
Finance Committee

Chairman, Finance Committee

FC/22/04

To consider the Revised Budget Estimates (R.E.) for the F.Y. 2013-14 and Budget Estimates (B.E.) for the F.Y. 2014-15 as Plan grant-in-aid.

The MHRD, GOI has allocated plan funds of Rs. 8000.00 lakhs as annual budget for the F.Y. 2013-14 against a budget of Rs. 16833.95. Due to increase in manpower strength, 20% increase in the DA, salary of faculty and non-faculty has increased considerably. Major projects of construction are going to be completed in the next two years. Therefore, additional requirement of funds has to be met in the current year and the next two years. The LHTC which is on the verge of completion will be facilitated with furniture and virtual class room facilities. Other buildings which are likely to be completed in the current financial year are Visitors Hostel (Guest House), Narmada Residency II and Narmada Residency III. Further, the work of road and service network will also be taken up at large scale to connect and serve the upcoming buildings. In view of the above requirements, a revised budget estimates for FY 2013-14 for Rs. 12600.00 lakhs (includes Salary -670 lakhs, General Expenditure 1430.00 lakhs and Capital Expenditure 10500.00 lakhs) has been placed. The annual Budget Estimate for the F.Y. 2014-15 has been prepared for Rs. 15100.00 lakhs which includes Rs. 746.00 lakhs salary, Rs. 1450.00 General Expenditure and Rs. 12704.00 lakhs as capital expenditure.

A detailed (head-wise) plan budget is placed as **FC/22/Annexure-II (Page No. 09 to 16).**

The Committee is requested to consider the same for recommending to the Board for approval.

NAME OF THE INSTITUTE: PDPM IITDM, JABALPUR
Summary of Revised Budget 2013-14

	Head 36 (Salaries)	Head 31 (General Expenditure)	Head 35 (Creation of capital Assets)	Rs. In Lakhs
Budget Estimates	819.95	1553.00	14461.00	TOTAL 16833.95
Revised Budget Estimates	670.00	1430.00	10500.00	12600.00

Summary of Budget Estimates 2014-15

	Head 36 (Salaries)	Head 31 (General Expenditure)	Head 35 (Creation of capital Assets)	Rs. In Lakhs
Budget Estimates	746.00	1650.00	12704.00	TOTAL 15100.00

NAME OF THE INSTITUTE: PDPM IITDM, JABALPUR

Revised Budget 2013-14 and Budget Estimates 2014-15

OBJECT HEAD-36 "GRANT-IN-AID GENERAL" (Salaries)

1) Salary Component							
Sl. No.	Account Head PART-'A' Salaries	Actual Expenditure 2011-12 (Rs. in lakhs)	Actual Expenditure 2012-13 (Rs. in lakhs)	Actual Expenditure from 1/4/2013 to 30/09/2013 (Rs. in lakhs)	BE 2013-14 (Rs. in lakhs)	RE 2013-14 (Rs. in lakhs)	BE 2014-15 (Rs. in lakhs)
1	Faculty	428.35	526.95	264.30	602.81	490.00	550.80
2	Non Faculty			94.57	217.14	180.00	195.20
	Total of A	428.35	526.95	358.87	819.95	670.00	746.00
							Due to increase in faculty strength for FY 2014-15 and DA etc.
							Due to increase in employees strength and D.A. etc in FY 2014-15

NAME OF THE INSTITUTE: PDPM IITDM, JABALPUR

Revised Budget 2013-14 and Budget Estimates 2014-15

OBJECT HEAD-31 "GRANT-IN-AID GENERAL" (Recurring Expenses)

2) Non-Salary Component									
Sl. No.	Account Head	Actual Expenditure 2011-12 (Rs. In lakhs)	Actual Expenditure 2012-13 (Rs. In lakhs)	Actual Expenditure from 1/4/2013 to 30/09/2013 (Rs. In lakhs)	BE 2013-14 (Rs. In lakhs)	RE 2013-14 (Rs. In lakhs)	BE 2014-15 (Rs. In lakhs)	Remarks	
	PART-'B' Others Components								
1	Leave encashment	1.32	3.26	1.15	10.00	10.00	12.00	No change	
2	LTC	13.81	15.42	8.96	25.00	20.00	22.00	No enhancement	
3	Retirement Benefits	0.26	3.34	0.00	4.00	4.00	5.00	No change	
4	Children Education Allowance	4.86	5.35	0.22	10.00	10.00	15.00	No change	
5	Professional Development Allowances (PDA)	40.99	32.02	7.45	60.00	40.00	41.00	No enhancement	
6	Contribution to New Pension Scheme	34.82	43.34	29.98	70.00	70.00	90.00	No change	
7	Medical Treatment (Staff)	17.52	10.03	3.13	30.00	20.00	25.00	No enhancement	
	Total of B	113.58	112.76	50.89	209.00	174.00	210.00		
	PART-'C' -Others								
1	Manpower Deployment (Outsourcing)	173.44	239.24	126.17	270	288.00	310.00	Due to enhancement in Min Wages	
2	Advertisement & Publicity	70.38	26.47	14.36	70.00	34.00	35.00	No enhancement	
3	Consumable	16.92	19.63	5.51	30.00	25.00	27.00	No enhancement	
4	Departmental Expenses	15.44	11.48	1.98	25.00	19.00	25.00	No enhancement	
5	Electricity & Power	129.02	160.20	91.52	220.00	179.00	210.00	No enhancement	
6	Student Health Facility	6.29	7.91	10.64	20.00	18.00	20.00	No enhancement	
7	Honorarium	33.38	29.16	17.09	50.00	40.00	37.00	No enhancement	
8	Horticulture Expenses	3.38	1.67	1.16	5.00	3.00	4.00	No enhancement	
9	Hospitality Expenses	11.65	9.91	7.63	10.00	12.00	10.00	Due to increase in Institute's activities	
10	House Keeping Expenses	0.00	0.00	1.36	3.00	3.00	4.00	No change	

Sl. No.	Account Head	Actual Expenditure 2011-12 (Rs. In lakhs)	Actual Expenditure 2012-13 (Rs. In lakhs)	Actual Expenditure from 1/4/2013 to 30/09/2013 (Rs. In lakhs)	BE 2013-14 (Rs. In lakhs)	RE 2013-14 (Rs. In lakhs)	BE 2014-15 (Rs. In lakhs)	Remarks
11	Guest House Rent and Maintenance	4.32	3.43	1.92	6.00	4.00	5.00	No enhancement
12	Bank Charges	5.63	9.76	0.03	5.00	1.00	1.00	No enhancement
13	Membership Charges	0.00	0.00	0.49	0.00	1.00	2.00	Provision is kept 1st time
14	News Papers & Periodicals	0.68	1.52	0.07	2.00	2.00	2.00	No change
15	Office & Misc. Expenses	9.39	8.08	1.25	10.00	8.00	10.00	No enhancement
16	Postage and Courier Charges	1.29	1.73	0.75	3.00	2.00	3.00	No enhancement
17	Printing & Stationary	12.68	11.09	3.56	15.00	15.00	17.00	No change
18	Professional Charges	7.59	15.59	6.88	30.00	25.00	30.00	No enhancement
19	Repair & Maintenance	16.12	13.21	15.45	15.00	40.00	50.00	Due to increase of main area/bldgs
20	Scholarship and Assistantship	128.84	210.46	93.99	280.00	305.00	380.00	Due to increase in no. of students
21	Telephones Expenses	80.94	48.60	6.10	20.00	15.00	16.00	No enhancement
22	Hiring of Transportation	15.80	20.80	8.61	30.00	30.00	30.00	No enhancement
23	Travelling & Conveyance	45.49	37.08	16.33	60.00	44.00	50.00	No enhancement
24	Vehicles Running & Maintenance	10.95	10.48	6.79	15.00	15.00	17.00	No change
25	Convocation Expenses	5.10	6.13	4.00	10.00	8.00	10.00	No enhancement
26	Student Support Services	30.94	18.47	13.51	35.00	35.00	40.00	No change
27	Workshop/Seminar Expenses	0.00	0.00	3.12	5.00	5.00	5.00	No change
28	Internet Lease Lines	0.00	0.00	3.65	100.00	80.00	90.00	No enhancement
	Total -C	835.66	922.10	463.92	1344	1256.00	1440.00	
	Total Object Head-31 Recurring Expenses (B+C)	949.24	1034.86	514.81	1553.00	1430.00	1650.00	

NAME OF THE INSTITUTE: PDPM IITDM, JABALPUR

Revised Budget 2013-14 and Budget Estimates 2014-15

Object Head-35- Creation of Capital Assets

Construction Work Under CPWD (Major Projects)										
Sl. No.	Account Head	Amount of A/A & E/S. (Rs. In lakhs)	Deposits with CPWD up to 30.09.2013 (Rs. In lakhs)	Actual Expenditure 2011-12 (Rs. In lakhs)	Actual expenditure 2012-13 (Rs. In lakhs)	Actual Expenditure from 1/4/2013 to 30/9/2013 (Rs. In lakhs)	BE 2013-14 (Rs. In lakhs)	RE 2013-14 (Rs. In lakhs)	BE 2014-15 (Rs. In lakhs)	Remarks
1	Hall of Residence-4	2278.00	2030.00	404.74	946.21	6.24	270.33	220.00	0.00	Work Completed for final payment
2	Hall of Residence-7 (PG Hostel Phase -I)	1237.02	550.00	358.91	0.00	200.00	350.00	450.00	536.02	(Work started)As per demand of CPWD
3	Hall of Residence -7 (PG Hostel Phase II)	2369.00	680.00	0.00	218.65	500.00	800.00	900.00	1200.58	(Work started) As per demand of CPWD
4	Hall of Residence -8 (Girls Hostel -1)	1512.05	0.00	11.52	0.66	0.00	500.00	50.00	1000.00	To be started
5	Lecture Hall and Tutorial Complex	3731.94	3020.00	17.22	1503.40	400.00	1711.94	1000.00	117.94	75 % completed
6	Library Cum Computer Centre	2289.70	800.00	478.52	154.34	203.57	800.00	800.00	850.00	15% work completed
7	Students Activity Center -1	1816.21	200.00	13.83	0.00	200.00	600.00	500.00	1150.00	As per demand of CPWD
8	Narmada Residency-II	1598.61	1100.00	23.44	605.99	0.66	573.00	200.00	298.61	70% completed
9	Narmada Residency-III	2448.85	1800.00	209.23	1007.31	100.79	1060.70	500.00	148.85	80% completed
10	Rewa Residency -2A & 2B	1440.26	450.00	0.00	266.88	203.59	500.00	500.00	650.00	Foundation work is in progress
11	Administrative Block	1454.14	200.00	0.00	124.26	100.00	600.00	500.00	700.00	To be started
12	Visitors Hostel	1185.22	850.00	5.64	509.04	3.53	565.51	330.00	0.00	75% completed
13	Road and Service Network Phase -2	1926.71	150.00	0.00	0.00	175.62	900.00	1000.00	800.00	To be started
14	Technology Incubation Centre	1790.73	50.00	0.00	0.00	50.00	567.00	400.00	1390.00	To be started
15	Design Studio	6000.00	0.00	0.00	0.00	0.00	1000.00	0.00	0.00	To be started
16	Multi utility Centre	1055.09	50.00	0.00	0.00	50.00	367.00	350.00	700.00	To be started
	Total	34133.53	11930.00	1523.05	5336.76	2194.00	11165.48	7700.00	9542.00	

Construction Work Under CPWD (Projects below Rs. 10 Crores of AA/ES)

Sl. No.	Account Head	Amount of A/A.&E/S. (Rs. In lakhs)	Deposits with CPWD up to 30.09.2013 (Rs. In lakhs)	Actual Expenditure 2011-12 (Rs. In lakhs)	Actual expenditure 2012-13 (Rs. In lakhs)	Actual Expenditure from 1/4/2013 to 30/9/2013 (Rs. In lakhs)	BE 2013-14 (Rs. In lakhs)	RE 2013-14 (Rs. In lakhs)	BE 2014-15 (Rs. In lakhs)	Remarks
1	Mess and Dining Hall	628.41	200.00	0.00	2.21	0.00	426.20	100.00	326.20	30 % completed
2	Primary Health center	495.19	100.00	2.60	2.96	100.00	300.00	200.00	295.00	To be started
3	Type V Residential quarters	73.11	60.00	20.00	40.00	0.00	13.11	13.11	0.00	90 % completed
4	Security Barrack	74.91	68.48	45.46	0.00	3.48	0.00	2.48	0.00	100% completed
5	External Sewerage System	118.79	100.00	1.43	100.00	0.00	17.36	17.36	0.00	60 % completed
6	CC Road from Security Barrack to Hall1	115.78	100.00	0.00	70.00	30.00	45.78	45.78	0.00	100% completed
7	CC Road from Type V to Core Lab	99.67	50.00	0.00	0.00	50.00	0.00	49.57	0.00	Tc be started
8	Road Network Phase -1	255.00	150.00	0.00	50.00	50.00	105.00	105.00	0.00	Tc be started
9	Footpaths, Sewerage Line, Water supply & Drains	319.90	150.00	0.00	0.00	154.45	219.90	219.90	0.00	Tc be started
10	Booster Pump set (Horizontal)	1.66	1.66	0.00	0.00	1.66	0.00	1.66	0.00	100% Completed
11	Electrical Networking System for Road & Service Network.	728.67	0.00	0.00	0.00	9.69	632.26	206.00	430.20	To be started
12	Street Lighting Along Ring Road	122.60	0.00	0.00	0.00	1.64	0.00	52.00	70.60	To be started
13	Basket Ball Court (Indoor)	474.83	416.00	116.00	204.37	100.32	156.78	156.78	0.00	90 % completed
14	Box Culvert Over Nallah (In Zone A)	61.00	25.00	0.00	1.37	25.67	34.68	34.68	0.00	To be started
15	Box Culvert Over Nallah (In Zone B)	61.00	25.00	0.00	1.37	25.00	34.68	34.68	0.00	To be started
16	Over Head tank	41.17	40.00	30.00	10.00	0.00	0.00	0.00	0.00	100 % completed
17	RCC Sump well	28.57	13.50	0.00	13.50	0.00	0.00	2.00	0.00	100 % completed
18	Backside Boundary wall at Nallah	19.90	12.00	19.84	0.00	0.00	0.00	0.00	0.00	100 % completed
	Total	3720.16	1511.64	235.33	495.78	551.91	1985.75	1241.00	1122.00	

Construction Work Under Institute										
Sl. No.	Account Head	Amount of A/A.&E/S. (Rs. In lakhs)	Deposits with CPWD up to 30.09.2013 (Rs. In lakhs)	Actual Expenditure 2011-12 (Rs. In lakhs)	Actual expenditure 2012-13 (Rs. In lakhs)	Actual Expenditure from 1/4/2013 to 30/9/2013 (Rs. In lakhs)	BE 2013-14 (Rs. In lakhs)	RE 2013-14 (Rs. In lakhs)	BE 2014-15 (Rs. In lakhs)	Remarks
1	Other Civil Misc. work	0	0	475.1	374.5	8.87	100.00	99.00	250.00	No enhancement
2	Misc. Electrical work	0	0	3.53	72.6	0.00	25.00	25.00	45.00	No enhancement
3	DG Set	124.00	0	0	0	0.62	130.00	125.00	0.00	No enhancement
	Total			478.63	447.1	9.49	255.00	249.00	295.00	
	Furniture & Fixtures			37.43	67.71	46.51	250.00	250.00	425.00	No enhancement
	Equipments									
1	Lab Equipment			115.73	134.74	24.67	350.00	350.00	500.00	No enhancement
2	Office Equipment			17.14	17.91	6.40	50.00	50.00	75.00	No enhancement
3	Electrical Installation / Air-Conditioner			5.35	15.06	4.72	14.77	20.00	25.00	Increase due to demand
	Total			138.22	167.71	35.79	414.77	420.00	600.00	
	Computer / Peripherals									
1	Computer Hardware /Peripherals/ & Networking			70.72	33.1	190.36	150.00	400.00	400.00	To set up additional CC Lab, Virtual classroom etc
2	Computer Software			99.27	11.54	0.11	100.00	100.00	150.00	No enhancement
	Total			169.99	44.64	190.47	250.00	500.00	550.00	
	Library Books									
1	Books			8.67	7.68	1.42	15.00	15.00	25.00	No enhancement
2	On Line Journals			90.03	111.6	10.93	125.00	125.00	145.00	No enhancement
	Total			98.7	119.28	12.35	140.00	140.00	170.00	
	Grand Total			2681.35	6678.98	3040.52	14461.00	10500.00	12704.00	

DEPOSIT WITH CPWD TILL 30 SEP 2013

SI No	Name of Work	A/A & E/S Amount	Paid for the FY 2009-10	Paid for the FY 2010-11	Paid for the FY 2011-12	Paid for the FY 2012-13	Paid for the FY 2013-14	Total advance deposited till date	Remarks
1	Lecture Hall & Tutorial Complex	3731.94	520.00	600.00	0.00	1500.00	400.00	3020.00	
2	Narmada Residency III	2563.00	500.00	0.00	200.00	1000.00	100.00	1800.00	
3	Narmada Residency II	1598.00	400.00	100.00	0.00	600.00	0.00	1100.00	
4	Mess and Dining Hall								
5	for UG Hostel	628.41	200.00	0.00	0.00	0.00	0.00	200.00	
6	Security Barracks	74.92	0.00	20.00	45.00	0.00	3.48	68.48	
	Library Cum								
7	Computer Center	2359.47	0.00	0.00	450.00	150.00	200.00	800.00	
8	Road Network Phase I	255.00	0.00	50.00	0.00	50.00	50.00	150.00	
9	Hall of Residence 4	2278.04	0.00	700.00	400.00	930.00	0.00	2030.00	
10	Visitors Hostel	1185.22	0.00	350.00	0.00	500.00	0.00	850.00	
11	P.G Hostel Phase I	1237.02	0.00	0.00	0.00	350.00	200.00	550.00	
	Type V Residential								
12	Quarters	73.11	0.00	0.00	20.00	40.00	0.00	60.00	
13	Admin Block	1454.14	0.00	0.00	0.00	100.00	100.00	200.00	
14	RCC Over Head Tank	41.17	0.00	0.00	30.00	10.00	0.00	40.00	
	Back side compound wall								
15	Basket ball court (Indoor)	19.90	0.00	0.00	12.00	0.00	0.00	12.00	
16	external sewerage system	477.15	0.00	0.00	116.00	200.00	100.00	416.00	
17	CC Road from security Barrack to Hall 1	118.79	0.00	0.00	0.00	100.00	0.00	100.00	
18	RCC UG Sump well	115.78	0.00	0.00	0.00	70.00	30.00	100.00	
19	PG Hostel Phase 2	28.57	0.00	0.00	0.00	13.50	0.00	13.50	
20	Rewa residency	2369.00	0.00	0.00	0.00	180.00	500.00	680.00	
21	Booster Pump Set	1440.26	0.00	0.00	0.00	250.00	200.00	450.00	
22	Student Activity centre	1.66	0.00	0.00	0.00	0.00	1.66	1.66	
23	Footpath Sewerage line Water supply	1816.21	0.00	0.00	0.00	0.00	200.00	200.00	
24	CC Road from Type V to Core Lab	319.90	0.00	0.00	0.00	0.00	150.00	150.00	
25	Road and Service Network Phase II	99.97	0.00	0.00	0.00	0.00	50.00	50.00	
26	02 No. of Box culverts	1926.71	0.00	0.00	0.00	0.00	150.00	150.00	
27	Primary Health Centre	122.00	0.00	0.00	0.00	0.00	50.00	50.00	
28	Multi Utility Centre	495.19	0.00	0.00	0.00	0.00	100.00	100.00	
29	Technological Incubation Centre	1055.09	0.00	0.00	0.00	0.00	50.00	50.00	
		1790.73	0.00	0.00	0.00	0.00	50.00	50.00	
		29676.35	1620.00	1820.00	1273.00	6043.50	2685.14	13441.64	

FC/22/05

To consider the Annual Audit Report of the Institute for the F.Y. 2012-13.

The final accounts of the Institute were prepared and forwarded to the Director General of Audit Gwalior in time. The Audit team audited the accounts during the month of Jun 2013. The final audit report from the Office of the Director General of Audit (Central Receipt), New Delhi, branch at Gwalior has been received vide letter No. Central/AMG-II/SAR/PDPM/IITDM/2012-13/67 dated August 09, 2013.

The Audit report is placed as FC/22/Annexure-III (Page No. 18 to 30) for recommending to the BOG for adoption.

(Speed Post) Confidential

Office of the Director General of Audit (Central Receipt)
New Delhi, Branch-Gwalior, Audit Bhavan, Jhansi Road,
Gwalior - 474002 (M.P.)

Confidential

No. Central/AMG-II/SAR/PDPM/IIITDM/2012-13/67

Dated:- 09.08.2013

To,

The Director,
Pt. Dwarka Prasad Mishra
Indian Institute of Information Technology, Design & Manufacturing,
Dumna Road, PO- Khamaria,
Jabalpur-482005

Subject: - Separate Audit Report on the accounts of Pt. DPM-IIITDM, Jabalpur
for the year 2012-13.

Sir,

Please find enclosed herewith Separate Audit Report on the accounts of Pt. D.P.Mishra-IIITDM, Jabalpur for the year 2012-13. You are requested to ensure that the audited accounts are adopted by the Board of Governors before placing the same before the Parliament.

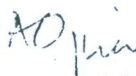
2. The date of placement of the above Report on the table of both houses of the Parliament may please be intimated and a copy of the printed material may be provided to the undersigned for information.
3. It may please be noted that the Management letter is not to be presented before the Parliament.
4. Kindly acknowledge receipt.

Encl:- 1. Separate Audit Report
along with 2 Annexures

Yours faithfully,


Director(Central)

DR (F&A)

AD 
19-8-2013



C. Gopinathan
IA&AS

D.O. No.AMG-II/SAR/PDPMIITDM/2012-13/65
DIRECTOR GENERAL OF AUDIT
(CENTRAL RECEIPT),
NEW DELHI
BRANCH GWALIOR
Audit Bhavan, Jhansi Road,
Gwalior-474002 (M.P.)

Dated: 08 August 2013

Dear Prof. Aparajita Ojha

The annual accounts of Pt. Dwarka Prasad Mishra IITDM, Jabalpur for the year 2012-13 were audited and the audit report issued thereon. During the course of audit, the following deficiencies were noticed. These are being brought to your notice for corrective and remedial action:

1. In schedule 3.1, heading of the 5th column has been depicted as 'INEREST/ Other Received' instead of 'INTEREST/Other Received'.
2. In schedule 13, current year and previous year have been mentioned as '31.03.2012' and '31.03.2011' respectively instead of '31.03.2013' and '31.03.2012'.
3. In schedule 17, ₹ 1,89,984.00 has been shown as 'Interest on Advances (Contractor)'. The same amount has been shown in receipt side of Receipts & Payments Account as interest from MPPVVCL which needs correction.
4. **Earmarked/Endowment Funds (Schedule-3) – ₹ 1.32 crore**

This includes ₹ 18.54 lakh being capital expenditure incurred for executing ongoing projects. As per instructions in the common format of accounts, disclosure should be made of the aggregate accumulated cost up-to each year in respect of fixed assets created out of earmarked funds, unless the assets are taken over in schedule -8. Neither the assets have been taken over in schedule-8, nor disclosure has been made in this regard.

Regards

Yours sincerely,

Prof. Aparajita Ojha,
Pt. Dwarka Prasad Mishra
Indian Institute of Information Technology,
Design & Manufacturing,
Dumna Airport Road, PO- Khamaria,
Jabalpur-482005 (M.P.)

Separate Audit Report of the Comptroller and Auditor General of India on the accounts of Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design and Manufacturing, Jabalpur for the year ended 31 March 2013

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

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

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

4. Based on our audit, we report that:

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

(iii) In our opinion, proper books of accounts and other relevant records have been maintained by the Institute in so far as it appears from our examination of such books.

(iv) We further report that:

A. Balance Sheet

1. Liabilities

1.1 Current Liabilities & Provisions (Schedule-7) - ₹3.47 crore

This does not include ₹ 1.64 lakh being amount payable to M/s Epilog Corporation, USA on successful installation of a lab equipment purchased from the firm. This resulted in understatement of current liabilities and provisions and Assets by ₹ 1.64 lakh.

2. Assets

2.1 Fixed Assets (Schedule-8) - ₹ 75.26 crore

2.1.1 This does not include ₹ 41.08 crore being addition to capital works in progress which also resulted in overstatement of advance to CPWD by the same amount.

2.1.2 This includes ₹ 1.14 crore being the net value of online journals. It was pointed out in the previous SAR also that the accounting of online journals as fixed assets was not correct and the entire amount should have been accounted for as revenue expenditure irrespective of the magnitude. The Management had accepted the audit view and also assured the BOG (4th meeting of 2012) in its Action Taken Report that corrective accounting entries would be taken during 2012-13. However, despite the assurance given to the BOG, no corrective action was found taken. This resulted in overstatement of Fixed Assets by ₹ 1.14 crore and understatement of expenditure by ₹ 32.73 lakh (online journals purchased during the year – ₹ 1.11,59,939 minus depreciation charged – ₹ 78,87,338).

2.1.3 This does not include ₹ 21.71 lakh being completed works but shown under capital works in progress which also resulted in overstatement of capital works in progress by the same amount.

2.1.4 This does not include the nominal value of land measuring 100 hectares leased to the Institute free of cost by the Madhya Pradesh Government for a period of 30 years. No

disclosure regarding the same was found included in the notes to accounts which is not in accordance with AS 12.

2.2 Current Assets, Loans, Advances etc. (Schedule-11) - ₹ 117.66 crore

This does not include ₹ 5.21 lakh being security deposit with Madhya Pradesh Poorv Kshetra Vidyut Vitaran Company Ltd. This has also resulted in understatement of Capital Fund by the same amount.

B Income & Expenditure Account

1 Expenditure

Expenditure of ₹ 36.18 lakh pertaining to the year 2011-12 was included in the current year's figures. This resulted in overstatement of expenditure of the year by ₹ 36.18 lakh and understatement of prior period adjustment by the same amount.

C General

1. The Annexure to the Separate Audit Report 2011-12 was not printed in the Annual Report of the Institute and not presented before the Parliament.

Effect of Audit Comments on Accounts

The net impact of the comments given in the preceding paras is that the Assets were overstated by ₹ 107.15 lakh, liabilities understated by ₹ 6.85 lakh and Expenditure overstated by ₹ 3.45 lakh.

D Grant-in-aid

The Institute received grants in aid (Plan) of ₹ 65.00 crore during the year, out of which ₹ 20.00 crore was received in March. In addition to the above, it had unspent balance of ₹ 0.30 crore of the previous year and ₹ 15.00 crore of previous year taken into account this year. Thus out of the total available grant of ₹ 80.30 crore an amount of ₹ 79.43 crore had been utilized leaving unspent balance of ₹ 0.87 crore at end of the year.

Besides above, the Institute received project grants of ₹ 1.41 crore details of which are enclosed at Annexure -2.

E Management letter

Deficiencies which have not been included in the Audit Report have been brought to the notice of the PDPMIITDM, Jabalpur through a Management letter issued separately for remedial/corrective action.

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

(vi) In our opinion and to the best of our information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts and subject to the significant matters stated above and other matters mentioned in Annexures- 1 and 2 to this audit report give a true and fair view in conformity with accounting principles generally accepted in India:

(a) In so far as it relates to the Balance Sheet, of the state of affairs of the Pt. D.P. Mishra IIITDM, Jabalpur as at 31 March 2013; and

(b) In so far as it relates to Income & Expenditure Account of the deficit for the year ended on that date.

Place: New Delhi

Dated:-08.2013

For and behalf of C&AG of India


Director General of Audit

Annexure-1

1. Adequacy of Internal Audit System:

The Institute has not prepared its Internal Audit Manual, therefore the methodology and effectiveness of the Internal Audit could not be ascertained during Audit. A Chartered Accountant, appointed for the job, has submitted the internal audit report for the period up-to December 2012.

2. Adequacy of Internal Control System:

The internal control system was found inadequate due to the following: -

- (i) the HR policy and promotion policy is yet to be prepared.
- (ii) IT controls are not in place such as there is no back up policy and security policy of data stored in computers.
- (iii) the Institute does not have an accounting manual.
- (iv) no expenditure control register has been maintained.
- (v) physical verification of fixed assets and inventories have not been done since inception (2005).

3. System of Physical Verification of Assets:

As per provisions of Rule 192(1) of G.F.R, physical verification of Assets is required to be done at least once in a year. However, the physical verification was not conducted since inception (2005-06).

4. System of Physical Verification of Inventories:

As per provision of Rule 192(2) of G.F.R. physical verification of Inventories is required to be done at least once in a year. There is no system of physical verification of inventories prevalent in the Institute.

5. Regularity in payment of statutory dues:

The statutory dues amounting to ₹ 35,042.00 pertaining to 'New Pension Contribution', GPF, LIC etc. were lying unpaid for over a year.


Audit Officer/AMG-II

OFFICE OF THE DIRECTOR GENERAL OF AUDIT
(CENTRAL RECEIPT), NEW DELHI,
BRANCH AT AUDIT BHAWAN, JHANSI ROAD,
GWALIOR-474002 (M.P.)

No. Central/SAR/PDPMIITDM/2012-13/ 240

Date:- 28/08/13
By Speed Post

To,

✓ Shri Naresh Joshi,
Asstt. Registrar (Fin & A/cs)
Pt. Dwarka Prasad Mishra
Indian Institute of Information
Technology, Design & Manufacturing,
Dumna Airport Road, PO- Khamaria,
Jabalpur-482005 (M.P.)

Sub:- SAR on the accounts of PDPM IITDM, Jabalpur for the Year 2012-13.

Sir,

With reference to your telephonic conversation on 20.08.2013, I am to forward
Annexure-2 to the Separate Audit Report on the accounts of PDPM IITDM,
Jabalpur for the year 2012-13.

2 Kindly acknowledge receipt of the final SAR along with annexures.

Encl:-as above

Yours faithfully,


28/8/13
Audit Officer/AMG-2

Annexure - 2

Project wise details of Receipt and Utilization of Grant-in-Aid during the year

(Amount in ₹)						
SL. NO	NAME OF THE PROJECTS FOR WHICH GRANTS RECEIVED OR GENERAL GRANTS	AMOUNT OF GRANT BROUGHT FORWARD FROM PREVIOUS YEAR	AMOUNT OF GRANT RECEIVED DURING THE YEAR	TOTAL GRANT RECEIVED	AMOUNT UTILISED DURING YEAR	AMOUNT UNUTILISED AS ON 31/03/2013 CARRIED FORWARD TO NEXT YEAR
1	2	3	4	5	6	7
1.	GEOMETRIC MODELING, ANALYSIS AND DESIGN FOR GENERIC DEFINITIONS OF CUSTOM ENGINEERED CUTTING TOOLS.	20925	220064	240989	240989	0
2.	IMPROVED CONTROLLER DESIGN FOR AQM ROUTERS SUPPORTING TCP FLOWS	13734	0	13734	13734	0
3.	CONSTRAINED CURVE DRAWING ALGORITHMS FOR ROBOT MOTION PLANNING	202711	12450	215161	208751	6410
4.	ELECTRICAL CHARACTERIZATION OF NANO SCALE MOSFET'S SCALABILITY ISSUES AND POSSIBLE SOLUTIONS	1346849	60092	1406941	1260000	146941
5.	DEVELOPMENT OF MICRO PUMP WITH NEMS SENSING FUNCTION FOR AN AUTOMATIC BLOOD COLLECTING AND MEASUREMENT SYSTEM	15065	265	15330	15330	0
6.	VIRTUAL LAB ON MANUFACTURING PROCESSES	1566526	77103	1643629	741620	902009

7.	DIRECT ADMISSION OF STUDENTS ABROAD (DASA)	50631	2259	52890	0	52890
8.	IMPACT EVALUATION OF PUBLIC SERVICE GUARANTEE ACT -2010 (SCHOOL OF GOOD GOVERNANCE AND POLICY ANALYSIS)80624166702	69740	139412	209152	156849	52303
9.	CONSULTANCY843518	80624	86078	166702	8693	158009
10.	CCB 2012	0	843518	843518	843518	0
11.	RESEARCH FELLOWSHIP AWARDED TO DR. ASHUTOSH SRIVASTAVA FROM INDO-US SCIENCE AND TECHNOLOGY FORUM, NEW DELHI	0	2096000	2096000	253	2095747
12.	VIRTUAL LAB ON AUTOMATED SYSTEMS	54696	602474	657170	117392	539778
13.	BRIAN CONTROL MOBILE ROBOT	0	1540812	1540812	403922	1136890
14.	PROCESS DEVELOPMENT FOR THE FABRICATION OF FREE FROM COMPONENT THROUGH INCREMENTAL SHEET FORMING	0	6065579	6065579	150108	5915471
15.	WAVELETS AND OPERATIONAL MATRIX BASED TECHNIQUES FOR INTEGRAL AND DIFFERENTIAL EQUATIONS	0	271728	271728	170000	101728
16.	RESEARCH FELLOWSHIP AWARDED TO DR. RAJESH K. PANDEY FROM INDO-US SCIENCE AND TECHNOLOGY FORUM, NEW DELHI	0	2096000	2096000	253	2095747
	Total	3421501	14113834	17535335	1331412	13203923

22/08/12

Audit Officer/AMG-II

22/08/12

ACTION TAKEN REPORT: SEPARATE AUDIT REPORT ON THE ACCOUNTS OF PT. DWARKA PRASAD MISHRA, INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR FOR THE FINANCIAL YEAR 2012-13

Para	A. Balance Sheet	Audit Observation	Action Taken	Remarks
1.	Liabilities			
1.1	Earmarked/Endowment Funds (Schedule-3) – Rs. 1.32 Crore.	<p>This includes Rs. 18.54 lakh being capital expenditure incurred for executing ongoing projects. As per instructions in the common format of accounts, disclosure should be made of the aggregate accumulated cost up-to each year in respect of fixed assets created out of earmarked funds, unless the assets are taken over in schedule-8.</p> <p>Neither the assets have been taken over in schedule-8, nor disclosure have been made in this regard.</p>	The assets of projects are being transferred to fixed assets of Institute in current financial year.	
1.2	Current Liabilities & Provisions (Schedule-7)- Rs. 3.47/- Crore.	<p>This does not include Rs. 1.64 lakh being amount payable to M/s Epilog Corporation, USA on successful installation of lab equipment purchased from the firm. This resulted in understatement of current liabilities and provisions and Assets by Rs. 1.64 lakh.</p>	Necessary action is being taken in current F.Y. 2013-14.	
2.	Assets			
2.1	Fixed Assets (Schedule-8) – Rs. 75.26 Crore			
2.1.2		<p>This includes Rs. 1.14 crore being the net value of online journals. It was pointed out in the previous SAR also that the accounting of online journals as fixed assets was not correct and the entire amount should have been accounted for as revenue expenditure irrespective of the magnitude. The management had accepted the audit view and also assured BOG (4th meeting of 2012) in its Action Taken Report that corrective accounting entries would be taken during 2012-13. However, despite the assurance given to the BOG, no corrective action was found taken. This resulted in overstatement of Fixed Assets by Rs. 1.14 crore and understatement of expenditure by Rs. 32.73 lakh (online journals purchased during the year – Rs. 1,11,59,939/- minus depreciation charged – Rs. 78,87,338/-).</p>	As per guidelines of MHRD (copy attached) and these are being used for more than one Financial Year, so as per accounting standards these are booked as capital expenditure. Accordingly No action taken.	

2.1.3	This does not include Rs. 21.71 lakh being completed works but shown under capital works in progress which also resulted in overstatement of capital works in progress by the same amount.	It will be capitalized in current F.Y. 2013-14.	
2.1.4	This does not include the nominal value of land measuring 100 hectares leased to the institute free of cost by the Madhya Pradesh Government for a period of 30 years. No disclosure regarding the same was found included in the notes to accounts which is not in accordance with AS 12.	The land is on lease to the Institute. This will be disclosed in Notes to Accounts in current F.Y. 2013-14 onwards.	
2.2	Current Assets, Loans, Advances etc. (Schedule-11) – Rs. 117.66 Crore. This does not include Rs. 5.21 lakh being security deposit with Madhya Pradesh Poorv Kshetra Vidyut Vitran Company Ltd. This has also resulted in understatement of Capital Fund by the same amount.	The Accounts will be reconciled with MPPKVVC Ltd. and rectification will be made accordingly in F.Y. 2013-14.	
	B. Income & Expenditure Account		
1	Expenditure Expenditure of Rs. 36.18 lakh pertaining to the year 2011-12 was included in the current year's figures. This resulted in overstatement of expenditure of the year by Rs. 36.18 lakh and understatement of prior period adjustment by the same amount.	Expenditure were not known, therefore no provisions kept.	
	C. General		
1	The Annexure to the Separate Audit Report 2011-12 was not printed in the Annual Report of the Institute and not presented before the Parliament.	It will be taken care of from this financial Year onwards.	
2	In Schedule 3.1, heading of the fifth column has been depicted as 'INTEREST/Other Received' instead of 'INTEREST/Other Received'.	This is a typographic error. The same has been corrected.	
3	In schedule 13, current year and previous year has been mentioned '31.03.2012 & 31.03.2011' respectively instead of '31.03.2013 & 31.03.2012'.	This is a typographic error. The same has been corrected.	
4	In schedule 17, Rs. 1,89,984.00 has been shown as 'Interest on Advances (Contractor)'. The same has been shown in receipt side of Receipt & Payment Account as interest from MPPVVCL which needs correction.	This is a typographic error. The same has been corrected.	

Para	Audit Observation	Action Taken	Remarks
1.	<p>Adequacy of Internal Audit System</p> <p>The Institute has not prepared its Internal Audit Manual, therefore the methodology and effectiveness of the Internal Audit could not be ascertained during audit. A Chartered Accountant, appointed for the job has submitted the Internal Audit Report for the period up to December 2012.</p>	Internal audit Manual is being prepared and will be placed in the subsequent meeting for approval.	
2.	<p>Adequacy of Internal Control System</p> <p>The internal control system was found inadequate due to the followings:</p> <p>(i) The HR policy and promotion policy is yet to be prepared.</p> <p>(ii) IT controls are not in place such as there is no backup policy and security policy of data stored in computers.</p> <p>(iii) The Institute does not have an accounting manual</p> <p>(iv) No expenditure control register has been maintained</p> <p>(v) Physical verification of fixed assets and inventories have not been done since inception (2005).</p>	<p>The recruitment rules are being placed before BOG related to Faculty and Non-faculty staff.</p> <p>Action will be taken.</p>	
3.	<p>System of Physical Verification of Assets</p> <p>As per provisions of Rule 192(1) of G.F.R., physical verification of assets is required to be done at least once in a year. However, the physical verification was not conducted since inception (2005-06).</p>	Accounting is being done on the basis of instructions & guidelines provided by MHRD. Expenditure is being controlled as per the budget provisions.	
4.	<p>System of Physical Verification of Inventories</p> <p>As per provisions of Rule 192(2) of G.F.R., physical verification of inventories is required to be done at least once in a year. There is no system of physical verification of inventories prevalent in the Institute.</p>	Action is being taken.	
5.	<p>Regularity in payment of Statutory Dues</p> <p>The statutory dues amounting to Rs. 35,042.00 pertaining to 'New Pension Contribution', GPF, LIC etc., were lying unpaid for over a year.</p>	Action is being taken.	

FC/22/06

To consider the recommendations of the Sub-Committee of the Board on Purchase Manual of the Institute.

The recommendations of the Sub Committee on the Purchase Manual of the Institute will be placed before the Finance Committee for its consideration to recommend to the Board for approval. A draft of the purchase manual is placed as FC/22/Annexure-IV (Page No. 32 to 67)

PDPM

Indian Institute of Information Technology,
Design and Manufacturing Jabalpur

PURCHASE MANUAL

(Draft for approval)

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

PURCHASE MANUAL

(Draft for approval)

1. Introduction

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

2. Abbreviations and Definitions

2.1 Abbreviations

AS-Account Section

BG – Bank Guarantee

BOG-Board of Governors

CA-Competent Authority

CS-Consumable Stock

CFA-Competent Financial Authority

CPC- Central Purchase Committee

DD – Deputy director

DORD – Dean of Research and Development

DR – Dy. Registrar

FC – Finance Committee

GFR-General Financial Rules

HOD – Head of Department

IA-Internal Audit

IR – Inspection Report

LTAS-Limited Time Asset Stock

NCS-Non Consumable Stock

PI-Project Investigator

PO- Purchase Order

PPF – Purchase Proposal Form

R&D – Research and Development

RC – Rate Contract

SPS – Stores and Purchase Section

SPO – Stores and Purchase Office

2.2 Definitions

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

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

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

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

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

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

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

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

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

3. Classification of Items:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Financial and Sanctioning Powers:

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

Sr. No	Competent Authority	Financial	Non-Consumable (NCS)	Limited * Time Asset Stock (LTAS)	Consumable Stock (CS)	Temporary Contingent Advance
1	Director		All cases	All cases	All cases	All cases
2	DD/DR&D/DP&D (for project purchase only)		10,00,000/-	5,00,000/-	2,00,000/-	1,00,000/-
3	Registrar/ HOD		3,00,000/-	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. 50,000/(Rs fifty Thousand only) on each occasion may be made without inviting quotations/bids by the competent authority on the basis of a certificate recorded by him in the following format:

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

Signature

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

- a) Directly by the purchaser through an advance drawn for the purpose. This advance shall be subsequently adjusted, for which cash memo/bill/receipt and proof of entry in the appropriate Stock and Asset (if relevant) Register must be submitted. Approved formats shall be used for drawing the advance and for adjustment. For project purchases the form for advance shall be sent to R&D office and for Non--project purchases it shall be sent to the AS. Intimation must be sent to SPS/ R&D

office in case of NCS, CS and LTAS purchases for entering the item in Asset register, otherwise bills for payment will not be passed by AS/ R&D office and shall be monitored by Internal Audit.

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

6.2 Purchase of Goods by Purchase Committee

Purchase of goods costing more than Rs. 50,000/(Rs. Fifty 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. The Committee will consider not less than three quotations for comparing the rates in order to have fair and competitive bids. Only under special circumstances, the Committee may consider less than three quotations for comparison, giving justification for the same, subject to the final approval by the Competent Authority. Before recommending placement of the purchase order, 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. 5000/- (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].

In certain exceptional circumstances, for purchase of propriety items/ services, more than 30% advance may be sanctioned against submission of a bank guarantee by the firm/vendor (as the case may be) in the interest of the Institute. Justification for payment of more than 30% advance may be recorded by the indenter and the same must be approved by the CFA.

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 or penalty amount may directly be recovered from the amount payable to him.

9. Purchase Sanction and Receipt of items:

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

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

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

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

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

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

9.5 In the event of any shortage/damage/wrong supply, prompt action will be initiated by SPS to rectify the same. In case the supplier fails to rectify the shortage/damage/wrong supply in a reasonable time, the matter shall be referred to the legal cell to recover the full cost paid. SPO shall lodge Insurance claims, and pursue them vigorously to realize the sum insured.

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

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

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

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

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

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

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

10. Annual Maintenance Contract:

Depending on cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contracts for a suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such

maintenance contracts are specially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for. The paid maintenance should commence only there afterwards.

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

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

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

11. Purchasing of Import Items:

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

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

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

11.3 Import should normally be made directly from the foreign principal manufacturers. In the event a purchase is made through an Indian agent of the foreign company, proof that the

Indian agent is an authorized agent of the foreign company must be obtained and must be part of the documents pertaining to the purchase. Any commission of the agency which may be payable to the Indian agent can be paid only in Indian Rupees (unless there is a change in Government of India rules which may necessitate payment in foreign currency).

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

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

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

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

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

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

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

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

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

11.13 The In-charge, import unit shall maintain a stock register in which all imported items received shall be entered. Delivery of foreign consignments to the purchaser will be made

against the signature in this register. All imported items shall be appropriately entered in the departmental stock/ asset register (if applicable).

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

12. Import of items through individual International Credit Card:

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

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

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

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

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

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

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

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

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

13. Maintenance of Record

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

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

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

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

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

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

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

Date :

Signature of HOD

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

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

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

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

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

15. Write off, Condemnation and Disposal

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

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

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

15.2 Financial Powers

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

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

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

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

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

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

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

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

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

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

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

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

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

15.3.10 Label the items/ materials for write off.

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

(i) Dean/HOD

-Chairperson

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

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

Auction Committee shall consist of

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

15.6 Procedure for Auction

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Supplier Registration Form

Firm's Name : _____

Owner's Name : _____

Full Postal Address : 1. _____

_____ PIN _____

2. _____

_____ PIN _____

E-mail address : _____

Website address : _____

Contact Person's Name : _____

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

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

(Enclosed Xerox copy) TIN _____

PAN : _____

(Enclosed Xerox copy)

Shop Act Registration No. : _____

(Enclosed Xerox Copy)

Excise Registration No. : _____

(Enclosed Xerox copy)

Current Bank Account No. : _____

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

Manufacturer or Supplier : _____

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

List of the organizations to whom the materials have been supplied

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

Computer Furniture Chemical Glassware Electronic Liveries Medicines

Scientific Equip. Stationery etc. _____

Signature with Seal

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

ANNEXURE-II

PDPM

Indian Institute of Information Technology, Design
and Manufacturing Jabalpur

Renewal Registration Form

Firm's Name : _____

Owner's Name : _____

Full Postal Address : 1. _____
_____ PIN _____

E-mail address : _____ Website address : _____

Contact Person's Name : _____

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

TIN No. : _____

PAN : _____

(Enclosed Xerox copy)

Shop Act Registration
No. : _____

(Enclosed Xerox Copy)

Current Bank Account
No. : _____

Manufacturer or Supplier : _____

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

List of the organizations to which the materials have been supplied

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

Computer Furniture Chemical Glassware Electronic Liveries Medicines

Scientific Equip. Stationery etc. _____

Signature with Seal

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

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

PROPRIETARY CERTIFICATE FORM

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

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

1 -----

2 -----

Indenter

Purchase Committee Members

1. Name: Sign:

Designation:

2. Name: Sign:

Designation:

3. Name: Sign:

Designation:

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FC/22/07

Proposal for Creation of the Institute Corpus Fund for managing income from internal resources etc.

As mentioned in the original DPR of the Institute 25% of the recurring budget are to be generated from internal resource generation. To enable the Institute evolve itself as a self-sustainable Institute for recurring expenditure, it is purposed to have a separate corpus fund. Internal income generated from students fee, interest income from investments, income from penalty, income generated from any type of consultancy, overhead charges from projects, income from rental such as guest house, shops, buses etc. or any other income generated from other sources is proposed to be deposited in the corpus fund of the Institute. The Institute proposes to make a target of Rs. 5000.00 lakhs to be generated in the next 10 years. Till the Institute is under plan mode, any expenditure from the Corpus is proposed to be a loan to the Institute and will be recouped from the respective fund/grant in the subsequent years.

As on March 31, 2013, the Institute has Rs. 524.00 lakhs as an internal income. The income generation in the current year is proposed to be credited at the end of this financial year.

The Committee is requested to consider the proposal for recommending to the BOG for approval.

FC/21/08

Any other agenda with the permission of the Chair.