

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING
AND RESEARCH, CHANDIGARH**

**AGENDA FOR THE 24TH MEETING OF THE FINANCE COMMITTEE
TO BE HELD ON 19.10.2012 AT 11.30 A.M ONWARDS**

ITEM NO. F. 24.1 TO CONFIRM THE MINUTES OF 23rd MEETING OF FINANCE COMMITTEE HELD ON 23.06.2012

The minutes of the 23rd meeting of the Finance Committee of the Institute, held on 23.06..2012, were circulated amongst all its members vide institute letter No. NITTTR / Board / 25th – Minutes / 13421-13438 dated 11.07.2012 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure - I** (page Nos.01 to 04). Since no comments have been received from any other member, the same may be confirmed as recorded.

ITEM NO.F.24.2 TO NOTE THE ACTION TAKEN ON THE DECISIONS MADE IN THE 23rd MEETING OF THE FINANCE COMMITTEE HELD ON 23.06.2012

S.No.	Item	Action Taken
F.23.1(a)	To confirm the minutes of 22nd meeting of Finance Committee held on 13.03.2012 and to report action taken thereon The minutes were confirmed as recorded	Noted
F.22.2.2	To consider status report on progress of expenditure under plan (general) -recurring, plan (non-recurring) - creation of capital assets and non - plan (recurring) scheme up to the 3rd quarter of the financial year 2011-12 This item has been discussed under item No.F.23.2.1.	Noted
F.23.2.1	To consider creation of endowment fund out of	Decision of Ministry of Human Resource

	<p>internal revenue of the institute</p> <p>The Finance Committee has recommended that as the institute is under Block Grant Scheme, the decision of the MHRD, Government of India may be awaited.</p>	Development, Govt. of India is still awaited.
F.23.2.2	<p>To consider status report on progress of expenditure under plan (general)-recurring, plan (non-recurring)-creation of capital assets and non plan (recurring) scheme up to 31st March, 2012.</p> <p>While noting the status report on progress of expenditure for the year 2011-2012, the Finance Committee desired to know the reasons for surrendering the budgetary provisions under Plan (Non-Recurring) Creation of capital assets during the year 2011-12. It was clarified by the Member Secretary to the Finance Committee that due to receipt of grant in the month of February/March 2011, purchases of equipment, furniture, etc. could not be carried out in the same year. The Grant was, therefore, carried out to the financial year 2011-2012. Accordingly the grant was not asked for during the year 2011-2012. It was, however, assured to the Finance Committee that efforts would be made to utilize the budget provision for a particular financial year in the same year in future.</p>	Noted
F.23.2.3	<p>To consider and approve the annual accounts of the institute for the financial year 2011-12.</p>	Audit of Annual Accounts has been conducted during the period from 06.07.2012 to 19.07.2012.

	<p>The Finance Committee deliberated and considered the Annual Accounts for the financial year 2011-2012 and recommended to the Board of Governors its approval.</p>	<p>However Audit Certificate is awaited.</p> <p>Further, the Institute is registered under Section 12AA of the Income Tax Act vide Income Tax Department's letter No. CIT/CHD-II/12AA/Tech/ dated 18.7.2002 and therefore, exempted from Income Tax. However, certain firms/ organizations have deducted income tax at source (TDS) on 'Consultancy' bills raised by Civil Engineering Department of this Institute. Canara Bank and State Bank of Patiala also deducted TDS on interest earned by the Institute on certain investments (Fixed Deposits). Such details of income Tax deducted at source for the year 2011-12, down loaded from Website of Income Tax Department by the Chartered Accountant Firm engaged by this Institute indicated that Rs.1.86 lakh were deducted as Income Tax.</p> <p>In order to get refund of this amount of income tax from Income Tax Department, this amount has been added as income in the Balance Sheet by the Chartered Accountant. The revised / modified Balance Sheet for the year 2011-12 is placed as Annexure – II (page No.5 to 38) before the Finance Committee for kind perusal and approval by the Board of Governors.</p>
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ITEMS F.24.3 ITEMS FOR CONSIDERATION

ITEMS NO.F.24.3.1 TO CONSIDER AND APPROVE FOR PURCHASE OF STAFF CAR THROUGH INSTITUTE IRG

The institute has presently two staff cars (Maruti Esteem – CH01 G1 1165 and Ambassador CH 01 G 0792) being used for official purposes. Esteem was purchase in the year 2003 and has since covered more than 2,50,000 km, whereas Ambassador was purchased in the year 1993 and has also since covered more than 1,90,000 km. As per GOI rules, the life of a staff car is 1,50,000 km or 6½ years whichever is reached later. Both the cars breakdown frequently and therefore the vehicle maintenance section is facing difficulty in providing car for official use. Moreover the running as well as maintenance cost of both the cars have become higher and spare parts of Ambassador staff car are a rare commodity.

The unreliable condition of both the staff cars results in hiring taxi for performing outstation journeys by the institute faculty / officials. Also whenever there is a medical emergency in the institute hostels, the availability of the staff car is not guaranteed, which is a matter of grave concern.

The institute is actively conducting many activities which require extensive touring by senior professors and officials such as preparing curriculum documents for skill development programme of Government of India, providing technical consultancy to the industries, conducting on-site training programmes for the industry, on-site testing of roads/bridges and conducting recruitment tests for various agencies of the northern India etc. These activities which generate substantial income for the institute, need to be augmented.

Hence, it is proposed that the institute may purchase a fuel efficient staff car (Maruti Suzuki SX4 / Ambassador Grand) on DGS&D rate contract for official purposes using IRG earned through projects/consultancy in the current financial year.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE SUITABLE RECOMMENDATION TO THE BOARD OF GOVERNORS

ITEMS NO.F.24.3.2 TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN (GENERAL)-RECURRING, PLAN (NON-RECURRING) - CREATION OF CAPITAL ASSETS AND NON PLAN (RECURRING) SCHEME AT THE END OF 2nd QUARTER i.e. 30.9.2012

The status report of expenditure incurred by the Institute under Plan (General)-Recurring, Plan-(Non-Recurring)-Creation of Capital Assets and Non Plan scheme up to end of 2nd quarter i.e. 30.9.2012 of the financial year 2012-13 is as under:

(Rupees in lakh)

Particulars	Plan-(General) Recurring	Plan (Non – Recurring) Creation of Capital Assets	Non Plan (Recurring)
Opening Balance as on 1.4.2012			
-Against Grant	61.52	17.04	229.32
-Against IRG		0.00	717.74
Total		----- 17.04	----- 947.06
Grant-in-aid received up to 30.9.2012	50.00	210.00	575.00
IRG	0.55	0.00	298.74
Total amount available	112.07	227.04	1820.80
Expenditure incurred up to 30.9.2012:			
- Salary	71.86	45.14	772.17
- Non Salary	42.81	0.00	84.08
Total	----- 114.67	----- 45.14	----- 856.25
Unspent balance as on 30.9.2012:			
-Against Grant	(-) 2.60	Against	32.15
-Against IRG	0.00	Grant =181.90	932.40
Total	----- (-) 2.60		----- 964.55

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE SUITABLE RECOMMENDATION TO THE BOARD OF GOVERNORS

ITEMS NO.F.24.3.3 TO CONSIDER AND APPROVE THE PROPOSAL OF DEVELOPMENT PLAN OF THE INSTITUTE FOR THE NEXT FIVE YEARS i.e. 2012 - 2017

The institute has under taken an exercise to determine the budgetary requirements for the next five years i.e. from 2012-2017 in lieu of the expansions in physical infrastructure including set up of new Laboratories / Workshops, modernization of existing Laboratories / Workshops, furniture requirements and expenditure of five major activities of the institute

viz. Staff Development, Research Development, Curriculum Development, Instructional Material Development and Extension Works. The five year plan document shall be placed at the time of meeting.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE SUITABLE RECOMMENDATION TO THE BOARD OF GOVERNORS

ITEM NO.F.24.3.4 TO CONSIDER REVISED BUDGET ESTIMATE OF THE INSTITUTE FOR 2012-13 AND BUDGET ESTIMATES FOR THE YEAR 2013-14

The Revised Budget Estimates of the institute for the financial year 2012-13 and Budget Estimates for the year 2013-14, are attached in a separate booklet as **Annexure- III**. A summary of these estimates is as under:-

(Rupees in lakh)					
	PARTICULARS	ORIGINAL BUDGET ESTIMATES 2012-13	REVISED BUDGET ESTIMATES 2012-13	GRANT COMMITTED FOR THE YEAR 2012-13 BY MHRD	BUDGET ESTIMATES 2013-14
A	Non – Plan (Recurring)	2162.00	2034.39	1683.50	2409.77
	Less estimated Income	389.40	350.00	-	381.30
	Net Non - Plan	1772.60	1684.39	1683.50	2028.47
B	Plan				
	General (Recurring)	287.30	294.49	276.00	346.37
	Plan (Non-Recurring) - Creation of Capital Assets	1084.57	1113.95	280.00	1177.47
	Total	1371.87	1408.44	556.00	1523.84
	Less Estimated Income	18.70	10.00	-	11.00
	Net Plan (Recurring / Non Recurring)	1353.17	1398.44	556.00	1512.84

FINANCE COMMITTEE MAY CONSIDER THE BUDGET PROPOSALS OF THE INSTITUTE AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS.

SUPPLEMENTARY ITEMS

ITEM NO.F.24.3.5 PAYMENT OF TA/DA TO THE TEACHERS FROM PRIVATE TECHNICAL INSTITUTIONS

Ministry of Human Resource Development, Department of Higher Education, New Delhi vide letter No. F.No.23-4/2012.TS.IV dated 09.05.2012 (copy enclosed as **Annexure - IV** at page No.39) has directed the NITTTR, Chandigarh to conduct Induction Training Programme for training 20,000 teachers of polytechnics. There are approximately 270 Government and aided polytechnics and 1000 private polytechnics in the northern region. The approximate number of teaching positions are 6036 and 9486 in government (including aided polytechnics) and private polytechnics respectively and approximately 30-35% faculty positions are lying vacant in government and aided polytechnics.

Presently, the institute pays TA/DA for attending training programmes to the teachers of government and aided polytechnics. The target of training 20,000 teachers cannot be achieved without imparting induction training to the teachers of the private polytechnics. It has been experienced in the past that the management of private institutions avoid sponsoring their teachers for attending training programmes due to financial liabilities.

In view of the difficulty mentioned above, it is desirable to extend the facility of payment of TA/DA to the teachers of private institutions. It is worth mentioning here that AICTE does not differentiate between the teachers from government and private institutions while paying TA/DA for attending the courses sponsored by it.

The Finance Committee may kindly recommends to the Board of Governors for paying TA/DA to the teachers from private institutions as per the norms being followed by the institute in case of government and aided technical institutions. This will facilitate Induction Training of all polytechnic teachers.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE SUITABLE RECOMMENDATION TO THE BOARD OF GOVERNORS

ITEM NO.F.24.3.6 PAYMENT OF HONORARIUM TO THE EXPERTS FOR PREPARING VIDEO PACKAGES

Ministry of Human Resource Development, Department of Higher Education, New Delhi vide letter No. F.No.23-4/2012.TS.IV dated 09.05.2012 has directed the NITTTR,

Chandigarh to conduct Induction Training Programme for training 20,000 teachers of polytechnics.

For conducting induction training of such large number of teachers from technical institutions different modes of training viz. contact, ICT based, contact & ICT together etc. has to be adopted. For using ICT mode, video packages of the institute faculty and experts from institutions of higher learning like IITs, NITs etc. has to be developed. Accordingly TA/DA and honorarium has to be given to these experts from other institutions.

Finance Committee may consider and make suitable recommendations to the Board of Governors for allowing payment of honorarium @ Rs.5000/- per package to the experts.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE SUITABLE RECOMMENDATION TO THE BOARD OF GOVERNORS

ITEM NO.F.24.3.7 INCLUSION OF INDUCTION TRAINING PROGRAMME (OPERATIONAL PLAN NO. 1.2.180) IN THE ANNUAL OPERATION PLAN FOR THE YEAR 2012-13

NITTTR, Chandigarh has been asked by the Ministry of Human Resource and Development, Govt. of India to conduct a series of Induction Training Programmes for training twenty thousand polytechnic teachers in the northern region of the country. Since these programmes were not included in the annual operational plan of the institute for the year 2012-13 and a significant expenditure is likely to be incurred for organising these training programmes, it is requested that necessary permission be granted to include these induction training programmes in the annual operational plan of the institute for the year 2012-13 and also to incur the necessary expenditure for the same.

FINANCE COMMITTEE MAY KINDLY CONSIDER AND MAKE SUITABLE RECOMMENDATION TO THE BOARD OF GOVERNORS