

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

**AGENDA FOR THE 31ST MEETING OF THE FINANCE COMMITTEE
TO BE HELD ON 20.11.2015 AT 11.30 AM AT NITTTR, CHANDIGARH**

**ITEM NO. F. 31.1 TO CONFIRM THE MINUTES OF 30TH MEETING
OF FINANCE COMMITTEE HELD ON 21.08.2015**

The minutes of the 30th meeting of the Finance Committee of the Institute, held on 21.08.2015 at IIT Delhi, were circulated amongst all its members vide Institute letter No. NITTTR/Board/33rd - Minutes/ 16775 - 789 dated 07.09.2015 for their information and comments. The ministry in its letter No.7-16/2015-TS.IV dated 17.09.2015 has made some corrections in the minutes of the Finance Committee and directed the institute to re-circulate the same again. Copy of letter is enclosed as **Annexure - I** (page Nos. 1 to 2). Accordingly corrected minutes has been re-circulated to the members of Board of Governors vide institute letter No.NITTTR/Board/33rd - Minutes/ 20554 - 68 dated 09.10.2015 (copy of the minutes enclosed as **Annexure - II** at page Nos. 3 to 8). Since no other comments have been received from any member, the same may be confirmed as recorded.

**ITEM NO.F.31.2 TO NOTE THE ACTION TAKEN ON THE DECISIONS
MADE IN THE 30TH MEETING OF THE FINANCE
COMMITTEE HELD ON 21.08.2015**

| S.No. | Item | Action Taken |
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| F. 30.1 | TO CONFIRM THE MINUTES OF THE 29th MEETING OF FINANCE COMMITTEE HELD ON 08.05.2015 The Member Secretary informed the members that MHRD vide its letter no. 7-7/ TS. IV dated 12.06.2015 has sent its comments on item no.29.3.2 of the 29th meeting of the Finance Committee. The institute has sent its reply on the comments of the Ministry on the above item. The members deliberated on the reply of | Noted |

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| | the institute and there after confirmed the minutes of the 29 th meeting of the Finance Committee held on 08.05.2015 as recorded. | |
| F.27. 3.8 | TO CONSIDER AND APPROVE THE SCHEME FOR MEDICAL FACILITIES TO THE RETIREES OF NITTTR CHANDIGARH As the issue is subjudice, the institute may wait for the outcome of the same. | Noted |
| F.29. 3.3 | TO CONSIDER DECLARATION OF GOODS INCLUDING EQUIPMENT, FURNITURE ETC. AS OBSOLETE OR UNSERVICEABLE The Director informed that the Institute has followed all the relevant rules including the GFRs for declaring the goods including equipments, furniture etc. as obsolete or unserviceable. In view of this, the Finance Committee (FC) recommended to the Board of Governors to declare the goods as obsolete or unserviceable. | Noted |
| F.29. 3.8 | SETTING UP EXTENSION CENTRES OF NITTTR IN THE STATES IN NORTHERN REGION Noted. It was further informed by the Director that the rates at which the accommodation is being provided by the States is less than the prevailing market rates. | 1 st programme under extension centre in the state of Rajasthan shall be held on 17.11.2015 at MNIT, Jaipur. 2 nd extension centre for state of UP communication has been received from state indicating for land to be allotted to NITTTR for extension centre at Lucknow is placed as Annexure - III at page Nos.9 to 10. The institute shall start activity from this |

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| | | extension centre soon. |
| F.30. 3.1 | <p>TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN (NON RECURRING) - CREATION OF CAPITAL ASSETS, PLAN (GENERAL) - RECURRING, AND NON-PLAN (RECURRING) SCHEME AT THE END OF JULY, 2015 i.e. 31.07.2015</p> <p>The Finance Committee considered the expenditure report as on 31.07.2015 and recommended to the Board of Governors to approve the same.</p> | Noted |
| F.30. 3.2 | <p>TO CONSIDER EXPENDITURE AGAINST GRANT RECEIVED UNDER TEQIP-II PROJECT IN PLAN SCHEME</p> <p>The Finance Committee recommended to the Board of Governors to approve the expenditure against grant received under TEQIP Project in Plan Scheme. The committee advised the institute to participate in the higher performing scheme of TEQIP-II project so that it may get more grant from the Govt. under TEQIP-II project.</p> | Noted |

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| F.30. 3.3 | <p>TO CONSIDER AND APPROVE STATUTORY AUDIT REPORT FOR THE FINANCIAL YEAR 2014-15 OF TEQIP-II PROJECT</p> <p>The Finance Committee recommended to the Board of Governors to approve Statutory Audit Report for the financial year 2014-15 of TEQIP-II Project.</p> | Noted |
| F.30. 3.4 | <p>TO CONSIDER PAY PROTECTION SHRI TN THUKRAL CONSEQUENT UPON HIS APPOINTMENT AT THE INSTITUTE AS ASSISTANT PROFESSOR EDUCATION</p> <p>The Finance Committee recommended to the Board of Governors to approve</p> | The pay of Shri TN Thukral has been fixed vide Office Order No.177 dated 26.10.2015 |

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| | <p>the pay protection of Shri TN Thukral consequent upon his appointment at the institute as Assistant Professor Education as per directions of the Government of India, Ministry of Human Resource Development vide letter No.F.No.7-10/2013-TS.IV dated 14 July, 2015.</p> | |
| F.30.3.5 | <p>TO CONSIDER PAY PROTECTION OF DR. KAILASH CHANDRA LACHHWANI CONSEQUENT UPON HIS APPOINTMENT AT THIS INSTITUTE AS ASSISTANT PROFESSOR APPLIED SCIENCE DEPARTMENT</p> <p>The Director informed the Committee that the proposal is as per the extant guidelines of the Department of Expenditure, Ministry of Finance. In view of this, the Finance Committee recommended the proposal to the Board of Governors to approve the pay protection of Dr Kailash Chandra Lachhwani consequent upon his appointment at the institute as Assistant Professor, Applied Science Department.</p> | <p>The Decision of Board of Governor has been informed to Dr. Kailash Chandra Lachhwani vide letter No.NITTTTR/Admn/ E-1/ 463-64 dated 28.10.2015.</p> |
| F.30.3.6 | <p>TO CONSIDER GRANT OF ADVANCE INCREMENTS TO THE LECTURERS ON ACCOUNT OF POSSESSING HIGHER QUALIFICATIONS</p> <p>The Finance Committee advised the institute to refer the matter to the Ministry for examining the same.</p> | <p>The case has been referred to the Ministry vide letter No. NITTTTR/Admn/ E-1/22449 dated 05.11.2015.</p> |
| F.30.3.7 | <p>TO CONSIDER AND APPROVE THE ENHANCEMENT OF SALARY OF ACCOUNTS OFFICER AND ACCOUNTANT</p> <p>The Finance Committee advised the institute to setup an internal committee to examine the performance of the officers. Based on the recommendations of the committee, the institute may take a suitable decision. It</p> | <p>As advised by the Finance Committee. A Committee has been formulated to examine the performance of the officers. The recommendation of the</p> |

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| | is also advised that the institute should fill up these posts on the regular basis at the earliest. | Committee will be put up at the time of meeting. |
| F.30. 3.8 | <p>TO CONSIDER AND APPROVE THE ENHANCEMENT OF REMUNERATION OF SHRI PP KAUSHIK, CONSULTANT (TEQIP-II)</p> <p>The Finance Committee advised the institute to set up an internal committee to examine the performance of the officers. Based on the recommendations of the committee, the institute may take a suitable decision.</p> | As advised by the Finance Committee. A Committee has been formulated to examine the performance of the officers. The recommendation of the Committee will be put up at the time of meeting. |
| F.30. 3.9 | <p>TO CONSIDER AND APPROVE THE TERMS AND CONDITIONS, ELIGIBILITY CRITERIA AND TARIFF OF ROOMS OF THE GUEST HOUSE</p> <p>The Finance Committee deliberated on the policy regarding allotment of rooms in the institute guest house and recommended to the Board of Governors to approve the following:</p> <p>Terms and Conditions:</p> <ol style="list-style-type: none"> 1. Allotment of rooms in Guest House would be on a first come first serve basis. 2. Booking of rooms in Guest House will not be permitted before 21 days 3. The Professor In-charge Guest House will allot room(s) only for a maximum period of 7 days. Thereafter permission from the Director has to be obtained. <p>Note: In case of any emergent situation, Director of the institute is authorized to cancel all the bookings</p> | Noted |

Eligibility for Guest House

Category-A

Institute Guest (Free Boarding and lodging)

1. Chairman, External Members of Board of Governors, Financial Committee, Academic Advisory Committee, Selection Committee, MHRD Representative etc.
2. Directors and Chairpersons of other NITTTRs, NITs, IITs, IIMs
3. Eminent Persons for Delivering Special Lecturers in NITTTR Chandigarh
4. Officials invited for institute projects and programs
5. Any other as approved by the Director

Category-B (Rs. 1000/- per day)

1. Officials from Government, Public Sector Undertaking and Industries for official work other than NITTTR work

Category -C (Rs. 500/- per day)

1. Faculty/ staff members from other NITTTRs and other Centrally Funded Technical Institutions on their request

Category -D (Rs.250/- per day)

1. Former employees of Institute for the functions of self or their wards (Maximum 7 days in a calendar year)
2. Employees of NITTTR Chandigarh for
 - (i) Personal guests and family

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| | <p>functions (Son,daughter, brother, sister)</p> <p>(ii) Any Other Approved by the Director (Maximum 14 days in a calendar year)</p> <p>Category-E (Rs. 1500/- per day)</p> <p>1. Those not recovered in any of the above Categories -A to D with the approval of the Professor In-charge Guest House/ Director.</p> | |
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ITEMS F.31.3 ITEMS FOR CONSIDERATION

ITEM NO.F.31.3.1 TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN (NON RECURRING) - CREATION OF CAPITAL ASSETS, PLAN (GENERAL) - RECURRING, AND NON-PLAN (RECURRING) SCHEME AT THE END OF 31.10.2015

The status of Plan (Non - Recurring) - Creation of Capital Assets, Plan (General) - Recurring, and Non - Plan (Recurring) scheme at the end of October, 2015 i.e. 31.10.2015 of the financial year 2015-16 is as under:

(R

rupees in lakh)

| Particulars | Budget Estimates For 2015-16 Approved By BOG | Opening Balance as on 1.4.2015 | Grant received from GOI, MHRD | Internal Resource Generation (IRG) Up to 31.10.2015 | Total Fund Available (IRG) on 31.10.2015 (3+4+5) | Progressive Expenditure up to 31.10. 2015 | Balance as on 01.11.2015 (6-7) |
|---|--|--|-------------------------------|---|--|--|--------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| PLAN i) Non-Recurring- Creation of Capital Assets | 1990.50 | (-) 48.88 | 883.44 | -- | 364.56 | 325.63 | 38.93 |
| ii) Plan-General (Recurring) | 441.23 | (-) 73.23 | 331.94 | L&Adv = 0.36 | 158.77 | Salary : 103.29 Non Salary: 91.41 Total: 194.70 | 35.93 |
| NON-PLAN (Recurring) | 2697.14 | Salary A: (-) 139.64 Salary B: 108.28 | 241.55 | L&Adv = 5.02 | 207.34 | Salary A : 799.53 Salary B : 116.73 Pension & Pensionary Benefit : 352.10 Total: 468.89 | 291.99 |
| NON-PLAN (Non-Salary) | -- | OB as on 1.4.15 = 11075900 | 5900 | IRG = 199.24 | 9.29 | Non Salary=13066 | 118.69 |

FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS FOR APPROVAL

ITEM NO.F.31.3.2 TO CONSIDER REVISED BUDGET ESTIMATE OF THE INSTITUTE FOR 2015-16 AND BUDGET ESTIMATES FOR THE YEAR 2016-17

The Revised Budget Estimates of the institute for the financial year 2015-16 and Budget Estimates for the year 2016-17, are attached in a separate booklet. A summary of these estimates is as under:-

| Sr. No | Particulars | Actual expenditure for the year | | Original Budget Estimates for 2015-16 | Actual expenditure for first 4 months of 2015-16 | Revised Estimates for 2015-16 | Budget Estimates for 2016-17 |
|-------------------------|-----------------------------|---------------------------------|----------|---------------------------------------|--|-------------------------------|------------------------------|
| | | 2013-14 | 2014-15 | | | | |
| 1 | 2 | 4 | 4 | 5 | 6 | 7 | 8 |
| (RUPEES IN LAKH) | | | | | | | |
| 1 | NON PLAN (Recurring) | 1,811.60 | 1,987.00 | 3,139.94 | 886.94 | 2,678.55 | 3,283.27 |
| | Less Estimated | 230.67 | 335.77 | 228.30 | 192.18 | 408.00 | 429.45 |

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|-----------|--|-----------------|-----------------|-----------------|---------------|-----------------|-----------------|
| | Income | | | | | | |
| | Total Non Plan | 1,580.93 | 1,651.23 | 2,911.64 | 694.76 | 2,270.55 | 2,853.82 |
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| II | PLAN | | | | | | |
| a) | (General) - Recurring | 310.24 | 364.03 | 441.23 | 110.66 | 449.68 | 527.48 |
| b) | Plan- (Non Recurring) -Creation of Capital Assets | 894.85 | 628.09 | 1,990.50 | 206.09 | 1,298.00 | 2,205.50 |
| | Total Plan (a+b) | 1,205.09 | 992.12 | 2,431.73 | 316.75 | 1,747.68 | 2,732.98 |
| | Less Estimated Income | 1.73 | 0.65 | 3.30 | 0.28 | 3.00 | 3.30 |
| | NET PLAN(Recurring / Non Recurring) | 1,203.36 | 991.47 | 2,428.43 | 316.47 | 1,744.68 | 2,729.68 |

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

ITEM NO.F.31.3.3 TO CONSIDER ENHANCEMENT OF HONORARIUM PAID TO EXPERTS INVITED FOR SHORT TERM COURSES ME /M.TECH

The Board of Governors in its 23rd meeting (vide item No.B.23.3.2) held on 13.03.2012 on the recommendation of Academic Council in its 13th meeting held on 28.2.2012 had approved the payment of honorarium to the experts invited for engaging session in a STC @ Rs. 1000/- per session subject to a maximum of Rs. 2000/- per person per day with a limit of Rs. 10,000/- per week per course and an amount of Rs. 500/- for engaging a session in ME/M.Tech Programmes. As the amount is very meagre in today's scenario, no expert from higher level institutions / Industry is ready to deliver lecture in STCs and ME / M.Tech programmes and conduct of evaluation of viva - voce examination of ME / M Tech thesis. NITs and many similar organisations are paying much higher honorarium to the experts invited for the above purpose (copy enclosed as **Annexure - IV** at page No.11).

Keeping in view the difficulties faced by the institute, the honorarium for the experts may kindly be enhanced as follows:

- (i) Engaging Session in STCs from Rs.1000/- to Rs.2000/- per session with a limit of Rs.16,000/- per week per course.
- (ii) Engaging Session in ME / M.Tech from Rs.500/- to Rs.1000/- per session.
- (iii) Conduct of evaluation and viva-voce examination of ME / M. Tech thesis from Rs.500/- to Rs.1000/-.

FINANCE COMMITTEE MAY CONSIDER THE ENHANCEMENT OF HONORARIUM TO THE EXPERTS