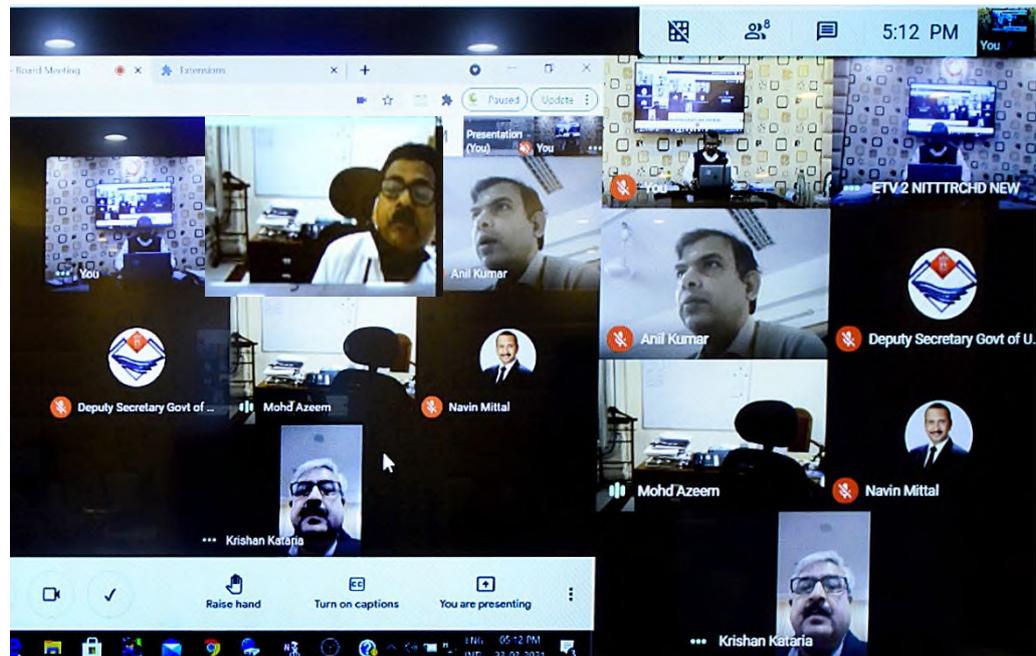


फाइनेंस कमेटी की 50 बैठक के लिए एजेंडा

Agenda for 50 Meeting of Finance Committee

At
NITTTR Chandigarh



**AGENDA ITEMS FOR THE 50TH MEETING OF THE FINANCE COMMITTEE
TO BE HELD ON 18.06.2021 THROUGH PHYSICAL MODE/VIDEO
CONFERENCING**

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राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान
सेक्टर 26, चंडीगढ़ 160019

**AGENDA FOR THE
50th MEETING OF THE FINANCE COMMITTEE TO BE HELD ON 18.06.2021
THROUGH PHYSICAL MODE/VIDEO CONFERENCING**

HOST VENUE : NITTTR, CHANDIGARH

50.0 Welcoming the Chairman and Members

PREVIOUS MEETINGS

ITEM NO. F.50.1 TO CONFIRM THE MINUTES OF THE 49th MEETING OF THE FINANCE COMMITTEE HELD ON 23.03.2021 THROUGH ONLINE MODE/VIDEO CONFERENCING

The minutes of the 49th meeting of the Finance Committee of the Institute held on 23.03.2021 were circulated amongst all the members vide Institute letter No. NITTTR/Board/ 2983-2995 dated 30.03.2021. Copy of the minutes of said meeting is enclosed as **Annexure – I (Pg. No. 1 to 5)**. Since no comments were received from any member, hence, the same may be recorded as confirmed.

(For Consideration & Confirmation)

ITEM NO. F. 50.2 ACTION TAKEN REPORT ON PREVIOUS DECISIONS

ITEM NO.	AGENDA	DECISION	ACTION TAKEN
F.49.1	TO CONFIRM THE MINUTES OF THE 48th MEETING OF THE FINANCE COMMITTEE HELD ON 23.12.2020 THROUGH VIDEO CONFERENCING	As no comments were received from members, hence, the minutes of the 48 th meeting of the Finance Committee held on 23.12.2020 were recorded as confirmed.	Noted

F.49.3.1	CONSIDER STATUS REPORT ON PROGRESS OF CAPITAL REVENUE EXPENDITURE UPTO 1.12.2020	<p>The status report on progress of capital and revenue expenditure presented by the institute upto 23.3.2021 was deliberated and accepted. The same was recommended to BOGs for consideration and approval.</p>	Noted							
F.49.3.2	TO CONSIDER AND ACCEPT THE PROPOSAL TO PURCHASE THE AIR TICKETS FROM M/S BALMIR LAWRIE & COMPANY LTD.	<p>After deliberations, the item was accepted and recommended to BOGs for approval as under:</p> <p>The company will be paid the Service Fee for services as under:</p> <table border="1" data-bbox="932 940 1312 1745"> <tr> <td data-bbox="932 940 1107 1142">Domestic Airlines</td> <td data-bbox="1107 940 1312 1142"> INR100/- services charges + GST (All Airlines) </td> <td data-bbox="1312 940 1565 1142" rowspan="2"> Office Order No. 16 dated 26.4.2021 has been issued as </td> </tr> <tr> <td data-bbox="932 1142 1107 1344">International Airlines</td> <td data-bbox="1107 1142 1312 1344"> INR300/- services charges + GST (All Airlines) </td> </tr> <tr> <td data-bbox="932 1344 1107 1745">Visa</td> <td data-bbox="1107 1344 1312 1745"> INR 1000/- per person/ per visa + Actual Embassy Fee + VFS charges + DD charges, if any, at actual </td> <td data-bbox="1312 1344 1565 1745"> Annexure – II (Pg No.6) </td> </tr> </table>	Domestic Airlines	INR100/- services charges + GST (All Airlines)	Office Order No. 16 dated 26.4.2021 has been issued as	International Airlines	INR300/- services charges + GST (All Airlines)	Visa	INR 1000/- per person/ per visa + Actual Embassy Fee + VFS charges + DD charges, if any, at actual	Annexure – II (Pg No.6)
Domestic Airlines	INR100/- services charges + GST (All Airlines)	Office Order No. 16 dated 26.4.2021 has been issued as								
International Airlines	INR300/- services charges + GST (All Airlines)									
Visa	INR 1000/- per person/ per visa + Actual Embassy Fee + VFS charges + DD charges, if any, at actual	Annexure – II (Pg No.6)								

F.49.3.3	TO FINALIZE HONORRIUM FOR EXPERTS FROM INDUSTRY AS ADJUNCT FACULTY TO TEACH SUBJECTS IN EMERGING AREAS	After deliberations, the item was accepted and recommended to BOGs for approval.	Office Order No. 14 dated 23.4.2021 has been issued as Annexure - III (Pg No.7)
F.49.3.4	TO CONSIDER PROVISION FOR STAGNATION INCREMENT TO FACULTY	After deliberation, it was decided that the request of Prof BS Pabla can not be acceded to as 7 CPC has dispensed with this practice.	Letter has been issued to Dr.BS Pabla Vide letter No. NITTR/ Admn/ EA-1/PF-BSP/2021/137 dated 27.4.2021 as Annexure - IV (Pg.No.8)

ITEM NO. F.50.3. ITEMS FOR CONSIDERATION AND APPROVAL

ITEM NO. F.50.3.1 TO CONSIDER STATUS REPORT ON PROGRESS OF CAPITAL AND REVENUE EXPENDITURE UPTO 31.5.2021.

(Rs. in Lacs)

Scheme	Budget Estimates for 2021-22 approved by BOGs	Opening Balance as on 1.4.21	Grant Received from GOI MOE	Internal Income Generated (IRG)	Total Fund Available	Progressive Expenditure as on 31.5.2021	Balance as on 1.6.2021
Capital (OH-35)	6050.90	305.15	-	-	305.15	52.71	252.44
Training and Pension (OH-31)	1402.95	624.69	-	6.01	630.70	198.75	431.95
Salary and Retirement Benefits (OH-36)	3931.33	1619.51	-	-	1619.51	500.60	1118.91
Non Salary out of IRG	283.00	1868.28	-	148.17	2016.45	25.22	1991.23

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

ITEM NO. F.50.3.2 TO APPROVE THE FINANCIAL POWERS OF DDO/ACO, SR.ADO/FIA, PI AND DIRECTOR FOR SIGNING CHEQUES OR MAKING PAYMENT THROUGH NEFT/RTGS .

From 09.11.2010 Accounts Officer has been delegated the Financial powers to sign cheques upto Rs.15,000/-. Accounts Officer and FIA jointly sign cheques upto 1,00,000/- and ACO/FIA and Director jointly sign cheques of amount beyond Rs.1,00,000/- in each case. Since the delegation of powers were made almost 10 years back, there is need to increase the financial powers of each of above mentioned Officers. It is now proposed that:

- i) DDO/Accounts Officer will sign the cheques or make payment through NEFT/RTGS upto Rs. 50,000/- in each case.
- ii) DDO/Accounts Officer and Sr. ADO(FIA) jointly will sign cheques or make payment through NEFT/RTGS upto Rs. 5,00,000/- in each case.
- iii) In case of sponsored projects, Project Incharge will replace the Sr.ADO(FIA) for projects requiring separate Bank Account.
- iv) DDO/ACO or Sr. ADO(FIA) and Director jointly will sign cheques or make payment through NEFT/RTGS beyond Rs. 5,00,000/-

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

ITEM NO. F.50.3.3 TO APPROVE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2020-21

Annual Accounts of the Institute for the financial year 2020-21 have been prepared with the help of C.A, of the Institute. Now the Accounts are to be submitted to Indian Audit and Accounts department for Audit.

Finance committee is requested to make suitable recommendation to the B.O.G. for approval of Annual Accounts and their subsequent submission to Audit Department (CAG).

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

ITEM NO. F.50.3.4 TO CONSIDER AND APPROVE THE REVISION OF TARIFF/RENTAL CHARGE OF GUEST HOUSE

The tariff/rental charges of Guest House were revised in 37th meeting of Finance Committee held on 22.3.2018 vide item no. F.37.2.9 and were approved by BOGs vide item no. B.40.4.5. Now keeping in view, the escalation in price and increase in operational cost, the rates /tariff are required to be increased for the guest house.

A Guest House Committee meeting was held on 24th March, 2021 and recommended to modify guest house eligibility & tariff as under: -

REVISED GUEST HOUSE ELIGIBILITY & TARIFF

Sr. No.	Guest Eligibility	Existing Tariff *	Proposed Tariff Rs.	Remarks
1.	Members of Board of Governors / Finance Committee, NITTTR Chandigarh Society, Academic Advisory Committee etc. / Expert invited for Institute Work / Seminar & Workshop / Official visit to attend meeting of NITTTR Chandigarh.	Free boarding & lodging	No Change	-
2.	Member of Board of Governors, Finance Committee, NITTTR Chandigarh Society, ex-Chairman BOG, ex-Director, ex-BOG Members and Faculty of other NITTTRs on their Personal visit.	Rs. 500/- per day *	No Change	Ex-Director included in Guest eligibility
3.	Institute employees and their close relatives, for maximum of 21 days in a calendar year (January to December). The room charges are to be collected from employee.	Rs. 250/- per day *	No Change	Number of days increased from 15 to 21
4.	(i) Guest(s) of Institute employees, for maximum of 15 days in a calendar year (January to December).	Rs. 250/- per day *	Rs.500/- per day*	-
	(ii) For additional 15 days	Rs. 500/- per day*	Rs.750/- per day per room*	-

5.	Ex-employees and their wards, for maximum of 7 days in a calendar year (January to December).	Rs.250/- per day*	Rs. 500/- per day *	-
6.	i) Alumni for herself/himself, for maximum of 7 days in a calendar year (January to December).	-	Rs. 500/- per day *	-
	ii) For additional 15 days charges	-	Rs.750/- per day per room *	-
7.	Govt. Officials on official duty other than NITTTR Work.	Rs. 1,500/- per day *	No Change	-
8.	Any other visitor.	Rs. 1,800/- per day *	No Change	-
9.	Dining Hall of Guest House – I	Rs. 3,000/- per day *	No Change	-
10.	Guests from Central Ministry (not for NITTTR, Chandigarh work).	Rs. 500/- per day *	No Change	-
11.	Guest from abroad not for Institute work but Institute would like to use his specialization work in future.	Rs. 1,500/- per day *	No Change	-
12	If any faculty/staff/proceeds on-lien/deputation and hands over the official quarter, in such scenario if his/her spouse/son/daughter wants to continue to stay in campus, then one room in guest house may be provided for the lien/deputation period	-	Rs.3000/- per month inclusive of electricity charges	-

* There will be an extra charge of Rs. 250/- per room for one-to-three days, over and above the mentioned applicable tariffs to meet the extra expenses to maintain the sanitization and hygiene required for COVID-19. At every three days interval this extra amount of Rs. 250/- will be charged again.

NOTE:

- ❖ GST on room/dining hall rent shall be charged as per government rules.
- ❖ Stay of Institute employee's guest is only for 15 days and for additional 15 days, the charges will be @ Rs. 750/- per day for additional days. Beyond this, normal rent of Rs. 1500/- per day will be applicable.
- ❖ Dining Hall charges includes service charges @ Rs. 500/- for Guest House – I.
- ❖ For free boarding & lodging, approval from the Director is must.

- ❖ **One water bottle of 1 litre will be provided free of cost per room per day. Additional bottle will be charged extra.**

The guest house committee has also modified the booking form of Guest house adding the self-declaration form regarding COVID-19 (Copy enclosed **as Annexure – V (Pg. No.9-12)**)

As fixing the tariff is dynamic and requires decision based on situation hence, Director may be authorized to approve the tariff as per the recommendations of the hostel and guest house committee henceforth.

FINANCE COMMITTEE MAY CONSIDER AND APPROVE THE SAME.

ITEM NO. F.50.3.5 IMPLEMENTATION OF AMENDMENT IN GUIDELINES ISSUED FOR UTILIZATION OF CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA)

A letter No. F.No. 23-1/2021-TS-IV, dated 18.02.2021 alongwith a copy of Ministry Letter No. 35-5/2020-TS.III, dated 28.07.2020 **as Annexure – VI (Pg. No.13-15)** was received on the above mentioned subject conveying that the revised guidelines for utilization of CPDA are also applicable to NITTRs. The letter further advised Finance Committee and Board of Governors of the institutes may adopt for implementation, the Department of Expenditure, Office Memorandum No. F.No. 08 (34)/2017-E.II (A), dated 20.02.2018 **as Annexure - VII (Pg. No. 16-18)** amended from time to time for purchase of lap-top, tablet, notepad, ultra-book, notebook, net-book or devices of similar categories for disposal of their assigned work. However, such devices already purchased during the last five years by a functionary under a project or a scheme will also be taken into account before allowing purchase of a device under this OM; and if faculty members of an institute require any device in addition to those mentioned above to handle the assigned work, the institute may list out a consolidated requirement of devices with specification and estimated price with fund availability and requirement of total fund for consideration of approval of the competent authority for purchasing after duly following the provisions in GFR, 2017 (including GeM) and Manual of Procurement of Goods.

FINANCE COMMITTEE MAY CONSIDER AND APPROVE.

ITEM NO. F.50.3.6 EXPERT LECTURE SERIES BY INTERNATIONAL EXPERTS

The task force on online education and training and other regular academic programmes during their meeting with HODs and Director proposed to start international expert lecture series to give better exposure to participants on latest happenings emphasizing on inter disciplinary research and skill/competency development. Initially it is proposed to have 12 lectures in a year which based on first year experience shall be enhanced to 24 lectures in a year. This initiative will help the institute to strengthen the international networking thus facilitating strong international collaboration as envisaged in NEP-2020. The expert lecture will be of 1½ hour duration for which the institute will pay honorarium of 150 USA Dollar. The honorarium will be paid from the internal revenue generated by the institute.

HON'BLE MEMBERS MAY KINDLY CONSIDER AND APPROVE

ITEM NO. F.50.3.7 TO CONSIDER DECLARATION OF GOODS INCLUDING EQUIPMENT AND SOFTWARE ETC. AS OBSOLUTE OR UNSERVICEABLE

Physical verification of goods including equipment etc. of the institute is conducted at the end of each financial year as per provisions of GFR 192(1), 192(2) & 192 (3). For conducting physical verification for the year 2019-20, various committees were constituted for the purpose. Physical verification reports submitted by the committees are attached as **Separate Booklet**. The department wise details of equipments/items are as follows:-

Sr. No.	Name of the Department/ Laboratory	Year of Purchase		Book Value		Total Amount		Depreciation Value	
		From	To	Rs.	P.	Rs.	P.	Rs.	P.
1.	MEDIA ENGINEERING								
	(a) Duplicating Section	1976	1987	1789.38					
	(b) PA System	1987	2006	166305.23					
	(c) Photography Section	1987	2006	125666.50		333545.77		30153.61	
	(d) Production Section	1981	1991	39784.66					
2.	CIVIL ENGINEERING DEPARTMENT								
	(a) Computer Application Laboratory	2001	2011	158762.96		1404142.71		184273.80	
	(b) Concrete Technology	2009	2012	12590.00					

	Laboratory				
	(c) Soil Engineering Laboratory	1992-2010	1232789.75		
3.	APPLIED SCIENCE	2005-2010	735765.00	735765.00	20474.55
4.	ELECTRONICS & COMM. ENGINEERING				
	(a)Networking Laboratory	2004-2009	185252.50	1386669.00	17110.52
	(b) Communication Laboratory	2001-2009	441083.50		
	(c) PLC & VLSI Laboratory	2002	236368.00		
	(d) DSP Laboratory	2009-2016	523965.00		
5.	ELECTRONICS SERVICE CENTRE	1984-2013	24091.49	24091.49	4738.15
6.	MECHANICAL ENGINEERING DEPARTMENT	2004-2013	1693089.50	1693089.50	108727.74
7.	COMPUTER SCIENCE & ENGG. DEPARTMENT	2003-2017	1407773.78	1407773.78	156914.95
8.	EDUCATION AND EDUCATIONAL MANAGEMENT	2007-2014	183010.00	183010.00	3218.11
9.	CURRICULUM DEVELOPMENT CENTRE	2007-2014	152010.00	152010.00	8982.97
10.	RURAL DEVELOPMENT DEPARTMENT	2007-2013	361750.00	361750.00	111106.64
11.	EDIC DEPARTMENT	2009-2010	537039.00	537039.00	11911.01
12.	ELECTRICAL ENGG. DEPARTMENT (a) Electrical Machine, I&C, Virtual Instrumentation, Power Eltx. And Embedded Laboratory	1994-2006	79482.00	79482.00	8082.84
13.	BOARD SECTION	2008	36899.99	36899.99	0.62
14.	ESTATE DEPARTMENT				
	(a) Carpenter	2014-2016	6648.00	132224.25	8324.88
	(b) Estate Department	2008-2013	48670.00		
	(c) Electrical Maintenance	1988-2013	11658.25		
	(d) Mason & Painter	2004-2019	1628.00		
	(e) Campus Building Maintenance	2013-2017	7280.00		
	(f) Refrigeration and Air-	1999-2010	56340.00		

	conditioning				
	SOFTWARES				
1	ELECTRICAL ENGG. DEPARTMENT (a) Electrical Machine, I&C, Virtual Instrumentation, Power Eltx. And Embedded Laboratory	2003-2006	537500.00	537500.00	1.00
2	RURAL DEVELOPMENT DEPARTMENT	2009-2011	16972.00	16972.00	429.82
GRAND TOTAL				9021964.59	674451.21

The above also includes costly items costing more than Rs 10,000/- each and spanning less than 10 years for which another committee consisting of two outside experts was constituted by the competent authority. The committee recommended that the equipments/items/software costing total value of Rs.**9021964.59** and presently having depreciated value of Rs.**674451.21** be written off.

After obtaining the approval to write off the equipments/items/software, the institute will dispose off these items by inviting tender and the sale proceeds thereof will be deposited in the institute accounts.

THE FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS, REGARDING WRITE OFF THE ABOVE NOTED EQUIPMENTS/ITEMS/ SOFTWARE ETC.

ITEM NO. F.50.4 ANY OTHER ITEM(S) WITH THE PERMISSION OF THE CHAIR

**SUPLIMENTARY AGENDA OF 50TH FINANCE COMMITTEE
MEETING**

ITEM NO. F. 50.4.1	<p style="text-align: center;">TO RATIFICATION OF MEMORANDUM OF UNDERSTANDING BETWEEN NITTTR CHANDIGARH AND PUNJAB NATIONAL BANK</p> <p>Constituted committee met on 9th March, 2021 for opening an ATM in the premises of the Institute and in principle agreed to the proposal of installation of an ATM in NITTTR, Sector -26, Chandigarh. The committee recommended to write to various banks.</p> <p>Institute has invited the expression of interest from different banks i.e. Punjab National Bank, State Bank of India, Union Bank of India and Bank of Baroda to install an ATM (Automatic Transaction Machine) in the premises of the Institute.</p> <p>In response to above called expression of interest only Punjab National Bank agreed to install ATM (Automatic Transaction Machine) in the premises of the Institute.</p> <p>An Memorandum of Understanding has been made 3rd June, 2021 between NITTTR Chandigarh and Punjab National Bank to install ATM (Automatic Transaction Machine) in the premises of the Institute Annexure - IX (P. No. 19-21).</p> <p>As per the MoU, NITTTR Chandigarh will provide the rent free premises having carpet area 8.5' x 12" to Punjab National Bank alongwith independent metered electricity connection (3KVA) for ATM. The Bank shall be liable to pay the bill for Electricity connection, Leased Line connection and other equipment related to the ATM.</p> <p style="text-align: center;">HON'BLE MEMBERS MAY KINDLY RATIFY THE DECISION OF INSTALLATION OF ATM</p>
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<p>ITEM NO. F. 50.4.2</p>	<p>Grant of HAG scale to Prof. Shyam Sundar Pattnaik, Professor of ETV Centre (now Media Engineering Department)</p>
	<p>Prof. Shyam Sundar Pattnaik joined this institute on 26th April, 2004 as Professor through a direct selection and was in the Pay Band of 37000 – 67000 with AGP of Rs. 10,000/- in 6th CPC.</p> <p>Prof. Shyam Sundar Pattnaik, joined as Director on 18th August, 2017. To join to this post of Director, he resigned from the post of Vice Chancellor of the Biju Patnaik University of Technology (Govt. of Odisha). As Vice Chancellor, Prof. Shyam Sundar Pattnaik was having a pay scale of Rs. 75000 + 5000 spl. Pay as applicable to Vice Chancellor under 6th CPC.</p> <p>Ministry vide F.No. 33-9/2011-TS.III dated 11.02.2019 Annexure – X (P. No. 22 - 26) permitted those Professors of CFTIs who are appointed as Director in CFTIs by MHRD (Ministry) to be placed in the HAG from the day they took charge as Director. However, this will be applicable only in CFTIs of MHRD where HAG scales have been adopted by the apex decision making body i.e BOGs of the institute concerned.</p> <p>Prof. Shyam Sunder Pattnaik is a regular Professor of NITTTR, Chandigarh which is one of the CFTIs. He joined as Director of NITTTR, Chandigarh on 18th August, 2017 after being appointed by MHRD (Ministry)</p> <p>BOGs in its 44th meeting held on 29.3.2019 vide item no. 44.4.2 approved adoption of HAG Scale in the institute Annexure – XI (P. No. 27)</p> <p>As Prof. Shyam Sundar Pattnaik fulfils both the conditions laid down on the ministry letter cited here, hence honourable members may approve the grant of HAG to Prof. Shyam sundar Pattnaik, w.e.f 18th August, 2017</p> <p style="text-align: center;">HON'BLE MEMBERS MAY KINDLY CONSIDER AND APPROVE</p>

ITEM NO. F. 50.4.3	TO CONSIDER ENHANCEMENT OF MONTHLY REMUNERATION OF DR. PAWAN KUMAR KNSAL, INSTITUTE PART-TIME MEDICAL OFFICER AND PART-TIME DISPENSARY ATTENDANT
	<p>The institute has Part Time Medical Officer who attend the institute dispensary on each working day for 1½ to 2 hours. The Board of Governors in its 40th meeting held on 23.3.2018 vide item no. B.40.4.5 on the recommendation of Finance Committee (vide item No. 37.2.8) approved the remuneration Rs. 35,000/- per month for the institute Doctor. Doctor is representing for enhancement of the remuneration Annexure – XII (P. No. 28). The institute is having regular faculty, staff, temporary employees, students and trainee participants. Therefore, running Dispensary is a mandatory requirement. Hence, looking into present pandemic situation, an experienced Doctor is needed in the Campus. It is proposed to pay the remuneration @ Rs.50,000/- p.m. The timings will be 3.00 PM to 6.00 PM every day (except Sunday).</p> <p>Remuneration may be granted to para medical staff (Nurses), One during the office hours and one from 10.00 PM to 6.00 AM to take care of mainly the students. These nurses will be paid @ Rs. 10,000/- consolidated per month. These nurses shall work for 6 days in a week.</p> <p style="text-align: center;">HON'BLE MEMBERS MAY KINDLY CONSIDER AND APPROVE</p>

ITEM NO. F. 50.4.4	TO AMENDMENT FINANCIAL NORMS OF TRAINING OF NON-TEACHING STAFF OF THE INSTITUTE
	<p>Finance Committee vide item No. F.45.3.4 recommended an amount of Rs. 10 Lac for staff training programme of the institute. Recommendations of the Finance Committee were approved by the Board of Governors in its 49th meeting held on 13.2.2020 vide item No. B 49.5.1</p> <p>Financial implications and Terms & Conditions for staff training have been framed by the staff training committee of the institute and same were placed before Academic Council Committee of the institute in its 24th Meeting vide item No. A 24.18 for approval.</p> <p>Minutes of the Academic Council Committee were placed before Board of Governors in its 53rd meeting held on 23.3.2021 vide item No. B.53.5.2 and NITTTR Society in its 32nd Meeting held on 23.3.2021 vide item No. S.32.4.1</p> <p>Above item was approved by the Finance Committee, Board of Governors, Academic Council committee and Later on, it has been realized that in some of the cases the approved and the staff could not take the benefit of the staff training.</p> <p>In the interest of institute the staff training committee of the institute have recommended the revised financial norms for training of Administrative and Technical Non-Teaching Staff Recommendation of the committee are enclosed Annexure – XIII (P. No. 29-30).</p> <p style="text-align: center;">HON'BLE MEMBERS MAY KINDLY CONSIDER AND APPROVE</p>