

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA -136119**

**AGENDA
OF
FINANCE COMMITTEE MEETING**



**28th MEETING
TO BE HELD ON 15.10.2013**

NATIONAL INSTITUTE OF TECHNOLOGY
(Under the Ministry of HRD, Govt. of India)
KURUKSHETRA - 136119

Agenda **For the 28th Meeting of the Finance Committee**

Place **Board Room, BrahMos Aerospace, DRDO, Delhi Cantt., New Delhi**

Date **Tuesday, 15th October, 2013.**

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Item 28.1: To confirm the minutes of 27th Meeting of the Finance Committee, National Institute of Technology, Kurukshetra held on 22.08.2013.

The minutes of the 27th Meeting of the Finance Committee held on 22.08.2013 were circulated to the members vide our letter No. Acs./27th FC/7649 dated 30.08.2013. No comments from any member have been received.

A copy of the minutes of 27th meeting of the Finance Committee held on 22.08.2013 is placed at Annexure – A on pages 2-4

The Finance Committee may confirm the minutes of the 27th meeting of the Finance Committee held on 22.08.2013.

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA - 136119**

Minutes of 27th Meeting of the Finance Committee, NIT, Kurukshetra held on 22.08.2013 at 11:00 a.m at BrahMos Aerospace, 16, Cariappa Marg, Kirby Place, Delhi Cantt., New Delhi - 110 010.

Present:

1. Dr. A. Sivathanu Pillai
Distinguished Scientist &
Chief Controller (R&D), DRDO &
CEO & MD, BrahMos Aerospace
16, Cariappa Marg, Kirby Place,
Delhi Cantt., New Delhi - 110 010. Chairperson
2. Prof. Anand Mohan
Director
National Institute of Technology
Kurukshetra Member
3. Sh. Yogendra Tripathi, IAS
Joint Secretary & Financial Advisor (IFD)
Department of Higher Education
Ministry of Human Resource Development
Govt. of India, Shastri Bhawan
New Delhi - 110 001 Member
4. Prof.(Ms.). Sneha Anand
Professor & Head
Centre for Biomedical Engineering
Indian Institute of Technology
Delhi. Member
5. Prof. M.K. Surappa
Director
Indian Institute of Technology
Ropar, Punjab. Member
6. Dr. Shyam Narayan
Registrar
National Institute of Technology
Kurukshetra Member-Secretary

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Ms. Amita Shrama, IAS, Addl. Secretary, Department of Higher Education, Ministry of Human Resource Development, Govt. of India, New Delhi could not attend the meeting.

At the outset, the Hon'ble Chairperson welcomed the members to the 27th meeting of the Finance Committee.
The agenda was taken up. The Finance Committee made recommendations/took decisions as under:

Item 27.1: To confirm the minutes of 26th Meeting of the Finance Committee, National Institute of Technology, Kurukshetra held on 01.10.2012.

The Finance Committee confirmed the minutes of the 26th Meeting of the Finance Committee held on 01.10.2012.

Item 27.2: To note follow up action taken on the 26th meeting of the Finance Committee held on 01.10.2012

The Finance Committee noted the follow up action taken by the Institute on the 26th meeting of the Finance Committee held on 01.10.2012 and suggested to mention the specific action taken by the Institute for each agenda.

Item 27.3: To approve the minutes of the 16th Meeting of the Building & Works Committee of National Institute of Technology, Kurukshetra held on 19.11.2012.

The Finance Committee observed as under:

1. Proposals under agenda item No. 16.5, 16.6 & 16.7 of the Building & Works Committee be reviewed by the Building & Works Committee and its recommendations re-submitted for consideration. The Institute may anticipate the total amount of funds which it may get from the Ministry for various construction works. Thereafter, it may prioritize the various projects of works according to its need also keeping in view the cash flow pattern in the previous year(s). Accordingly, fresh proposals may be taken up in the next Building & Works Committee meeting for consideration.

The Finance Committee approved the minutes of the 16th Meeting of the Building Works Committee held on 19.11.2012 except the agenda item Nos. 16.5, 16.6 and 16.7 with the above observations.

Item 27.4: To consider and approve the Annual Accounts of the National Institute of Technology, Kurukshetra for the year 2012-13.

The Finance Committee approved the Annual Accounts of the National Institute of Technology, Kurukshetra for the year 2012-13. For future the Finance Committee suggested to incorporate, the following in the Agenda notes:

- (i) Substantial difference in financial implications as compared to the previous year expenditure.
- (ii) Details reflecting growth of the Institute like increase in revenue etc.,
- (iii) Comments of the AG on the previous year Annual Accounts, if any, and action thereon.

Any Other Item

To approve the minutes of the 17th Meeting of the Building & Works Committee of National Institute of Technology, Kurukshetra held on 27.06.2013.

The Finance Committee approved the minutes of the 17th Meeting of the Building Works Committee held on 27.06.2013.

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

Sd/-
(Dr. Shyam Narayan)
Registrar & Member Secretary
NIT, Kurukshetra

Item 28.2: To note follow up action taken on the 27th meeting of the Finance Committee held on 22.08.2013.

The recommendations of the Finance Committee made in 27th meeting held on 22.08.2013 were approved by the Board of Governors in its 31st meeting held on 22.08.2013. The action taken on the recommendations are reported at Annexure – B on page 6

Annexure - B
Item: 28.2

Item	Subject	Action Taken
27.1	To confirm the minutes of 26 th meeting of the Finance Committee, National Institute of Technology, Kurukshetra held on 01.10.2012.	No further Action is required.
27.2	To note follow up action taken on 26 th meeting of the Finance Committee held on 01.10.2012	No further Action is required.
27.3	To approve the minutes of the 16 th meeting of the Building & Works Committee of National Institute of Technology, Kurukshetra held on 19.11.2012.	As per decision of the FC, agenda no-16.5, 16.6 & 16.7 will be put up in next BWC meeting.
27.4	To consider and approve the Annual Accounts of the National Institute of Technology, Kurukshetra for the year 2012-13.	Annual Accounts of the Institute approved by the FC & BOG has been submitted to Office of Accountant General (Central Audit), Haryana for audit & certification.
27.5	Any Other Item : To approve the minutes of the 17 th meeting of the Building & Works Committee of National Institute of Technology, Kurukshetra held on 27.06.2013.	The approved construction works are under the process of allocation to the CPWD/Contractor

Item 28.3: To consider remuneration for Examination work to Faculty, Non-faculty & Technical supporting staff members.

The Senate had constituted that committee under the Chairmanship of Dean (SW) in its 16th meeting held on 24.01.2011 vide agenda item no.14. The Senate recommended the payment of remuneration for examination to Faculty members in its 21st meeting held on 23.02.2013 vide agenda item no.18. The minutes of Senate were subsequently approved by Board in its 30th meeting held on 08.03.2013.

Later, the non-teaching association "Karamchari Sangh" demanded for extra remuneration to laboratory staff for examination work. Another committee was constituted under chairmanship of Dean (P&D). That committee recommended remuneration to non-faculty staff for semester examination. (Annexure-C)

On the implementation of payment of the proposed remuneration to faculty and non-faculty staff members, the additional annual financial implication would be around Rs.79.00 lac. The details of the estimated of financial implication are enclosed at Annexure D.

The Finance Committee may consider and give suitable recommendation to the Board of Governors.

ANNEXURE 'C'

Item NO : 28.3

OFFICE OF THE DEAN(P&D)
NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA - 136119.

Dean(P&D)/2013/59

Dated : 12.9.2013.

A Committee of the following was constituted to discuss the issue of remuneration for examination work to non-faculty staff vide letter no. Gen-I/7694 dated 3.9.2013:

1. Prof. V K Arora, Dean(P&D)
2. Prof. Rajender Kumar, Chief Warden
3. Prof. H K Sharma, Professor

The Committee met on 12.9.2013 and recommends the following remuneration to non-faculty staff (for End semester Examination only):

1. Remuneration payable to Centre Clerk & Service Staff:


1.	Centre Clerk	
(a)	Rs. 250/- per session (one session for opening and one session for winding up the examination centre)	
(b)	Arrangement of seats/furniture Fifty paise per candidate.	
2.	Service Staff	
(i)	Daftri(one session for opening and one session for winding up the examination centre)	Rs. 100/- per session
(ii)	Waterman, Peon, Chowkidar, Electrician, Sweeper, Generator Operator, Telephone Attendant, Security Guard etc.	Rs. 100/- per session

Note : The above recommendation may be made applicable for payment of session May-June 2013.

2. Remuneration payable to Lab Staff for Practical Examination (UG & PG)

Sr.No.	Category	Rates of Remuneration
1.	Sr. Tech. Officer/Technical Officer/Tech. Asstt. SG I & SG II	Rs. 125/- per session
2.	Sr.Tech. Asstt./Sr. Work Asstt./Technician SG I	Rs. 120/- per session
3.	Technician SG II./Work Asstt. SG II/ Sr. Work Asstt./Sr. Technician/ Technician/Work Asstt.	Rs. 110/- per session
4.	Attendant SG I/Attendant SG II/Security Guard SG I/Security Guard SG II/Sr. Security Guard/SecurityGuard/Attendant SG I/Attendant SG II/Sr.Attendant/Attendant/ Sr. Mali/Mali SG II	Rs. 100/- per session

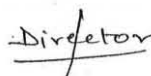
Note : All staff members (faculty & non-faculty) may be paid remuneration at double rates for performing the examination duties during holidays including Saturdays & Sundays.


(H K Sharma) 12/09/13


(Rajender Kumar) 12/9/13

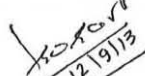

(V K Arora) 12/9/13

submitted for approval, please


Director


R


A


12/9/13

D.A.G.A. 12.9.13

Item 28.4: To consider reimbursement of residential telephone /mobile/Internet/data card use to Group A staff and Faculty members.

The teachers and other officers need to communicate frequently within and outside of the Institute. The Teachers Association had stated in his request that they have to interact with faculty members of other institute for research purpose and also with outside agencies for approved research projects and consultancy work. Further, while on travel they have to access internet for various activities. Similarly, Medical Officers, Registry officers and Security Officer etc., are also required to communicate frequently for efficient discharge of their respective duties. The Ministry of Finance, Govt. of India, has issued office memorandum No.24(5)/E. Coord/2012 dated 11.05.2012 which is placed at Annexure E containing instructions on the reimbursement of internet facility through data card/mobile etc towards their expenditures to Group A employees. According to the office memorandum, the maximum monthly reimbursable amount towards charges on residential telephone/mobile phone/broad band/data card use for (internet purpose) to a category of officer will be as under:

Rank/Designation as per Finance Ministry OM	Equivalent Grade Pay in the NIT Kurukshetra	Ceiling amount in (₹)
Secretary to the Government of India and equivalent rank	Director	2800/-
Additional Secretary to the Government of India and equivalent rank	Professor in HAG Scale	2500/-
Joint Secretary to the Govt. of India and equivalent rank	Professors and equivalent Officers in Pay Band-4 with the Grade Pay of Rs.10,000/- or more	2000/-
Director and Deputy Secretary to the Govt. of India and equivalent rank	Associate Professors/Assistant Professors and equivalent Officers in the Grade Pay of Rs.7600/- or more but less than Rs.10,000/-	1500/-
Below the rank of Deputy Secretary to the Govt. of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary.	Other Entitled Group 'A' Officers. Who are in the grade pay between Rs 5400 and Rs. 7599.	800/-

Extension of this facility will help the faculty and officers in their professional efficiency. Presently, the financial implication involved in granting this facility would be around Rs. 2.15 lacs per month.

The Finance Committee may consider and give suitable recommendation to the Board of Governors.

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No. 24(5)/E.Coord/2012
Government of India
Ministry of Finance
Department of Expenditure

ANNEXURE 'E'
Item No: 28.4

New Delhi dated the 11th May, 2012

OFFICE MEMORANDUM

Subject:- Internet facility through data card-reg.

References are being received from various Ministries/Departments seeking clarification/relaxation for internet facility through Data Card. The matter has been reviewed and it has been decided to allow use of data card for internet purposes subject to the following conditions:-

- (i) No Data-Card (Hardware etc) would be provided by the office and only reimbursement for data use, through data card, will be allowed on submission of bill.
- (ii) The User has the liberty to choose any operator/plan beneficial to them.
- (iii) Re-imbursement would be allowed for one data card connection only.
- (iv) There would be no separate ceiling for the internet through data card and the reimbursement will be allowed to the entitled officer according to the ceiling/guidelines/clarification laid down vide this Department's OMs No. 7(14)/C&V/2006 dated November 14th, 2006, dated April 14th, 2007 and dated July 9th, 2007. As such, the maximum monthly reimbursable amount, towards charges on residential telephone/mobile phone/broadband/data card use (for internet purposes), to a category of a officer will be as under:-

Rank/Designation	Ceiling Amount (in ₹)
Secretary to the Government of India and equivalent rank	2800
Additional Secretary to the Government of India and equivalent rank	2500
Joint Secretary to the Govt. of India and equivalent rank	2000
Director and Deputy Secretary to the Government of India and equivalent rank	1500
Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)	800

Saheli Ghosh Roy
(Saheli Ghosh Roy)
Director (E. Coord)
Tel. No. 2309 3257

1. All Ministries/Departments of Government of India
2. All Financial Advisers

Item 28.5: To grant the fixed medical allowance to Pensioners & Family Pensioners consequent to implementation of Pension.

The retired employees of the Institute have been granted fixed medical allowance w.e.f. 01.04.2003 as per decision of 23rd meeting of the Finance Committee held on 20.10.2011 which was subsequently approved by the BOG in its 26th meeting held on 21.10.2011. However, the employees retired before 01.04.2003 are not getting fix medical allowance.

The benefit of Pension has been implemented in the Institute after the direction issued by the Hon'ble High Court of Punjab & Haryana, Chandigarh. Presently, 82 employees who retired after 01.04.2003 have opted and are getting fixed medical allowance @ ₹ 300/- per month and rest of the pensioners/family pensioner have chosen for medical reimbursement scheme, which is not applicable for NIT Kurukshetra.

It is pertinent to mention that 107 pensioners/family pensioners retired prior to 01.04.2003 who have opted for same are eligible to get the fix medical allowance as per office memorandum of Ministry of Personnel Public Grievances & Pension, Govt. of India vide no. 4/25/2008- P&PW (D) dated 26.05.2010 w.e.f April 2013 Enclosed as Annexure F . The total financial implications on granting the fixed medical allowance to all retired pensioners and family pensioners would be around ₹ 13.50 lacs per annum.

The Finance Committee may consider and give the suitable recommendation to Board of Governors.

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ANNEXURE 'F'

Item No. 28.5

NO.4/25/2008-P&PW(D)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
(DEPARTMENT OF PENSION & PENSIONERS' WELFARE)

3rd Floor, Lok Nayak Bhawan, Khan Market,
New Delhi-110 003, Dated the 26 May 2010.

OFFICE MEMORANDUM

Subject: Grant of Fixed Medical Allowance (FMA) to the Central Government Pensioners residing in areas not covered under CGHS.

The undersigned is directed to say that in pursuance of Government's decision on the recommendations of Fifth Central Pay Commission, the Govt. had issued instruction vide this Department's O.M. No.45/57/97-P&PW(C) dated 19.12.97 for grant of Fixed Medical Allowance @ Rs.100/- per month to the Central Government pensioners/family pensioners residing in areas not covered under Central Government Health Scheme administered by the Ministry of Health & Family Welfare and corresponding health schemes administered by other Ministries/Departments for their retired employees for meeting expenditure on their day-to-day medical expenses that do not require hospitalization. Further clarifications were issued vide this Department's O.M. Nos. 45/57/97-P&PW(C) dated 24.8.98, 30.12.98 and 18.8.99.

2. The demand for enhancement of FMA has been under consideration of the Government for some time past. Sanction of the President is hereby conveyed for enhancement of the amount of FMA from Rs.100/- to Rs.300/- per month. The other conditions for grant of FMA shall continue to be in force.

3. These orders will take effect from 01.09.2008.

4. These orders are issued with the concurrence of the Ministry of Finance (Deptt. of Expenditure) vide their I.D. Note No 347/E.V/2010 dated 14.5.2010 and in consultation with the Comptroller and Auditor General of India vide their UO No. 36-Audit (Rules)/28-2-9 dated 26.5.2010.

6. Hindi version will follow.

(Raj Singh)
Director

To
All Ministries/Departments (as per mailing list)

Copy to:

1. NIC, for publishing on DOP&PW's Website www.pensionersportal.com.in under head 'circulars' sub head 'Fixed Medical Allowance'.

2. Hindi Section, Deptt. of Personnel and Training, North Block for Hindi version

Item 28.6: To consider Revised Budget Estimates for the year 2013-14 and Budget Estimates for the year 2014-15.

The Revised Budget Estimates for the year 2013-14 and Budget Estimates for the year 2014-15 have been prepared & enclosed as Annexure G in the following parts:

Part-I Revenue Budget of Income & Expenditure (Non-Plan) from page 2-6

Part-II Plan Budget (Non-Recurring) Expenditure on page 15-17

Part-III TEQIP Budget on page 18

Part-IV Scheme Account on page 18

The breakup of the Non-Plan (Recurring) & Plan (Non Recurring) Budget Part-I is given below in the table of the Budget:-

S.No.	Head of Account	Actual Expenditure for the year 2012-13	Proposed Budget for the year 2013-14	Revised Estimates for the year 2014-15
1	Establishment Expenses	2898.36	6378.79	5080.00
2	Other Administrative Expenses	1092.87	1529.60	1794.65
3	Plan for creation for Assets.	9307.73	5718.25	7322.34
	Total	13298.96	13626.64	14196.99
	Less Income	2289.37	2355.00	2421.10
	Net Liability of Govt. of India	11009.59	11271.64	11775.89

The reasons for variations in the Revised Budget Estimates for the year 2013-14 and Budget Estimates for the year 2014-15 over and above last year expenses have been explained in the explanatory notes of the Budget on pages from 7-14

The Finance Committee may consider and make recommendations to the Board of Governors that proposed Revised Budget Estimates for the year 2013-14 and Budget Estimates for the year 2014-15.

Item 28.7 To consider dual cheque signatory on all cheque payments and delegation of routine work to Accounts Section

In the month of July 2013, we received a letter from SBI, NIT Kurukshetra, where we have our Bank Account, that a cheque for an amount of Rs 49 lac was presented for payment at a branch in U. P. SBI, NIT Kurukshetra also provided us a copy of the cheque presented to them. On checking the records, it was found that the cheque of that particular number was cancelled and still lying in our records. We immediately informed the details to the bank and the payment was stopped. Further, we informed the police about the episode.

Further, on 28.9.2013 while reconciliation of Bank Statement, it was noticed that payment of Rs. 30.00 lacs was made through a forged multicurrency cheque from our main account of State Bank of India, NIT Kurukshetra. The original unused cheque no. 258897 is lying with us and a forged cheque was used for the payment. The Bank has been requested to credit the said payment of Rs. 30.00 lacs in our main account and inform us the circumstances under which the forged payment was made. We have also informed the S P, Kurukshetra and SHO of the Local Police Station regarding this incidence of forgery.

To make the payment system more secure from any possible misuse of cancelled cheque(s), the following system is proposed:

1. All the cheques issued by NIT Kurukshetra shall have dual signatory. The first signature will be of the Dy. Registrar (Accounts), or in his absence, the officer in-charge and the second signature will be of any one of the other three authorized officers namely Dy. Registrar (GA & L) or the Registrar or the Director, NIT Kurukshetra.
2. A written intimation about the cancelled cheque (s), if any, is already being sent to the Bank whenever any cheque is cancelled. We have accounts with cheque facility in SBI and IDBI Banks.

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3. The payment system will gradually shift to making the payments through bank transfer rather than issuing individual cheques. For this purpose, the Accounts Section may obtain the required information from the various payees.

For expeditious and efficient working, the following delegation of work is proposed:

1. All routing work of the salary bills, pension bills, and the fellowship bills shall be prepared by the Accounts Section and finally signed by the Dy. Registrar (Accounts), or in his absence, the officer in-charge.
2. All the TA bills (for the journeys approved by the competent authority) and the LTC bills will be passed by the Accounts Section and finally signed by the Dy. Registrar (Accounts), or in his absence, the officer in-charge. Any deviation in the TA bills shall require the Director's approval.

The Finance Committee may consider approving the above proposed system of dual cheque signatory, payment through bank transfer, and the proposal for delegation.