



**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119**



**AGENDA  
FOR  
39<sup>th</sup> MEETING OF FINANCE COMMITTEE  
(09<sup>th</sup> January, 2019)**



**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA**  
KURUKSHETRA - 136119 Haryana

**Agenda : 39<sup>th</sup> Finance Committee Meeting**

**Venue : The Committee Room (New Building),  
Shri Lal Bahadur Shastri Rashtriya  
Sanskrit Vidyapeetha, Qutub Institutional  
Area, New Delhi-110016**

**Date & Time : January 09, 2019 at 11.00 a.m.**

<b>Item No.</b>	<b>Agenda</b>	<b>Page No.</b>
FC 39.1	To confirm the minutes of 38 <sup>th</sup> Finance Committee, National Institute of Technology, Kurukshetra held on 23.10.2018	1-5
FC 39.2	To note follow up action taken on the decision of 38 <sup>th</sup> meeting of Finance Committee held on 23 <sup>rd</sup> October, 2018	6-13
FC 39.3	To consider the present status of establishment of Siemens Centre of Excellence at NIT Kurukshetra in compliance with the draft guidelines issued by MHRD.	14-20
FC.39.4	To consider writing-off e-waste material under E-Waste (Management & Handling) Rules, 2016.	21-22
FC.39.5	To consider the revision of monthly contributions in respect of regular employees of the Institute towards the Cashless Medical Insurance Scheme	23-25



**FC 39.1 To confirm the minutes of 38<sup>th</sup> meeting of Finance Committee, National Institute of Technology, Kurukshetra held on 23.10.2018.**

The 38<sup>th</sup> meeting of the Finance Committee was held on 23<sup>rd</sup> October, 2018 in the Committee Room (Old Building), Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, Qutab Institutional Area, New Delhi.

The minutes of the proceedings of the meeting were circulated to all members of the Finance Committee in pursuance with clause 10 (5) read with clause 4(13) of the 1<sup>st</sup> statutes of NIT Act 2007. The Institute has not received any comments from any of the members of the Finance Committee. A copy of the minutes is placed as **Appendix-I on page 02 to 05**

Further, it is pertinent to mention here that the **minutes against agenda item No. 38.4** may be confirmed with amendment (**in bolded words**) in line 3 of the minutes:-

"The Finance Committee recommended to the Board that the Director be authorized to donate the obsolete equipments or store items under clause 17(6) of Statutes under NIT Act 2007 upto the limit of Rs.1.0 lac **on written down value (WDV)** per financial year and such donations may be appraised off to the Finance Committee as well as to the Board."

In view of the above, it is proposed that *"the Finance Committee may consider and confirm the minutes of 38<sup>th</sup> meeting of the Finance Committee."*

**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA**  
KURUKSHETRA - 136119 Haryana



**MINUTES OF 38<sup>th</sup> MEETING OF FINANCE COMMITTEE**

**Minutes of 38<sup>th</sup> Meeting of the Finance Committee, NIT, Kurukshetra held on Tuesday, 23<sup>rd</sup> October, 2018 at 10.30 a.m. in Committee Room (Old Building), Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, Qutab Institutional Area, New Delhi.**

Present:

1. Shri Jagdish Khattar, Chairperson  
Hon'ble Chairperson, Finance Committee  
NIT Kurukshetra
2. Dr. Satish Kumar Member  
Director  
National Institute of Technology  
Kurukshetra
3. Sh. Anil Kumar, Director (Finance) Member  
Representative of Joint Secretary & Financial Advisor (IFD),  
Department of Higher Education  
Ministry of Human Resource Development  
Govt. of India, Shastri Bhawan  
New Delhi – 110015
4. Sh. A. K. Singh, Under Secretary (NIT) Member  
Representative of Addl. Secretary (TE),  
Department of Higher Education  
Ministry of Human Resource Development  
Govt. of India, Shastri Bhawan  
New Delhi – 110015
5. Dr. Surinder Deswal Member-Secretary  
Registrar In-charge  
National Institute of Technology  
Kurukshetra

At the outset, the Hon'ble Chairperson welcomed the members present in the 38<sup>th</sup> meeting of the Finance Committee of the Institute. Thereafter, the Chairperson asked Member-Secretary to present the agenda items.

The discussion/decisions in respect of each item are recorded as hereunder:



**FC 38.1 To confirm the minutes of 37<sup>th</sup> meeting of Finance Committee, National Institute of Technoogy, Kurukshetra held on 04.06.2018.**

The Finance Committee confirmed the minutes of the 37<sup>th</sup> Finance Committee held on 4<sup>th</sup> June, 2018.

**FC 38.2 To note follow up action taken on the decision of 37<sup>th</sup> meeting of Finance Committee held on 06<sup>th</sup> June, 2018**

The Finance Committee noted the 'follow up action taken' by the Institute on the decisions taken in the 37<sup>th</sup> meeting of Finance Committee held on 06<sup>th</sup> June, 2018.

The Finance Committee further decided that the construction works mentioned under item 37.3(3) be executed through CPWD as per the provisions of GFR 2017.

The Dean (R&C) made presentation for the development and modernization of the laboratories of the various departments of the Institute. After deliberations, the Finance Committee decided that the proposals for HEFA funding be submitted for the modernization of remaining laboratories.

**FC 38.3 To consider Revised Budget Estimates for the year 2018-19 and Budget Estimates for the year 2019-20.**

The Deputy Registrar (Accounts) made presentation before the Finance Committee. After detailed deliberations and discussions on the various issues, the Finance Committee recommended to the Board for approval of Revised Budget Estimates for the year 2018-19 and Budget Estimates for the year 2019-20.

The Finance Committee further desired that detailed information about the faculty and non-faculty positions of the Institute be placed before the Finance Committee in its next meeting.

**FC 38.4 To delegate power to the Director for donating obsolete equipments 25 Desktop computers and 05 printer for the benefit and development of 03 adopted villages under the Unnat Bharat Abhiyan.**

The Finance Committee recommended to the Board that the Director be authorized to donate the obsolete equipments or store items under clause 17(6) of Statutes under NIT Act 2007 upto the limit of Rs.1.0 lac, per financial year and such donations may be apprised off to the Finance Committee as well as to the Board.



**FC 38.5 To consider the maximum limit of Retirement Gratuity and Death Gratuity as per recommendations of 7<sup>th</sup> Central Pay Commission.**

The Finance Committee recommended to the Board that the maximum limit of Retirement Gratuity and Death Gratuity may be implemented as per revised rates notified vide DOPT Office Memorandum No. F.38/37/2016-P&PW (A) (i) dated 4<sup>th</sup> August, 2016 on the basis of recommendations issued vide MHRD letter No. 15-7/2017-TC dated 14<sup>th</sup> June, 2018.

**FC. 38.6 To review the decision of the Finance Committee in the light of the request of the Director, National Institute of Finance Management Faridabad to prepare Accounts and audit Manual of our Institute.**

After detailed deliberations on the issue, the Finance Committee reviewed its earlier decision taken in its 37<sup>th</sup> meeting held on 4.6.2018 vide item No. 37.4 under sub clause (b) and recommended to the Board that the NIFM, Faridabad be asked to prepare Accounts and Audit Manual of Institute within a period of two months.

**FC 38.7 To delegate powers for executing additions/alterations/modifications etc. of civil or electrical works in the existing buildings and execution of original/minor works as per the provisions of GFR 2017**

The Finance Committee considered the agenda and decided that the provisions/rules 133(1) to 133(3) of GFR 2017 be strictly followed. However, the Finance Committee felt that being an old Institution, there may be need of executing additions/alterations/ modifications etc. of civil or electrical work in the existing buildings and execution of original/minor works. Therefore, the Institute may refer the proposal to the MHRD for advice and approval.

**FC 38.8 To note present status for the establishment of Siemens Centre of Excellence at NIT Kurukshetra**

The Finance Committee noted the present status for the establishment of Siemens Centre of Excellence at NIT Kurukshetra. Further, the Finance Committee was informed that the Institute has already submitted the point wise comments/inputs to the MHRD vide e-mail dated 18.10.2018 in response to MHRD letter No. F.10-8/2018-TS.III dated 17<sup>th</sup> October, 2018 for the consideration of HEFA proposals submitted vide letter dated 5.9.2018.

The representatives of the MHRD apprised off the Finance Committee that the MHRD is under process to formulate the common guidelines for considering such MOUs, being received by the MHRD from various NITs. The Finance Committee decided that the status be apprised after the receipt of guidelines.



**FC 38.9 To note the present status of pending Audit paras made by C&AG during the transaction audit of the Institute.**

The Finance Committee noted the present status of the pending Audit paras made by the C&AG and suggested the following measures in this regard:

- (i) With regard to the theft cases, the matter may be referred to the IG, Haryana Police for providing Non Traceable Report at the earliest to settle down such audit paras.
- (ii) With regard to para 1 (S.A) of 2014-15, it was suggested that the C&AG may be requested to settle down this para on the plea that the service tax has been reimbursed to the outsourced agencies on the receipt of valid payment receipts of Service Tax and the amount stands deposited with the Government against the same account.

Further, the Finance Committee decided that the proper replies of all pending paras with relevant documents, if any, be submitted to the C&AG to settle down these pending paras.

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

**(Satish Kumar)**  
Director  
NIT Kurukshetra

**(Jagdish Khattar)**  
Hon'ble Chairperson  
FC & BOG, NIT Kurukshetra

**(Surinder Deswal)**  
Registrar In-charge  
Member-Secretary, FC  
NIT Kurukshetra



**FC 39.2 To note follow up action taken on the decision of 38<sup>th</sup> meeting of Finance Committee held on 23<sup>rd</sup> October, 2018**

The 38<sup>th</sup> meeting of the Finance Committee was held on 23<sup>rd</sup> October, 2018 in the Committee Room (Old Building), Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, Qutab Institutional Area, New Delhi.

The follow up actions taken on the decisions of the meeting are mentioned hereunder:

Agenda No.	Summarized Decision of Finance Committee	Follow up action taken on the decision
FC 38.1	<p><b>Confirmation of the minutes Finance Committee</b></p> <p>The Finance Committee confirmed the minutes of the 37<sup>th</sup> Finance Committee held on 4<sup>th</sup> June, 2018.</p>	No action is required as under this item, the minutes of the 37 <sup>th</sup> Finance Committee were confirmed.
FC 38.2	<p><b>Follow up action on the minutes of the 37<sup>th</sup> Finance Committee</b></p> <p>The Finance Committee noted the 'follow up action taken' by the Institute on the decisions taken in the 37<sup>th</sup> meeting of Finance Committee held on 06<sup>th</sup> June, 2018.</p> <p>The Finance Committee further decided that the construction works mentioned under item 37.3(3) -Establishment of Centre of Excellence and MCA Building be executed through CPWD as per the provisions of GFR 2017.</p> <p>The Dean (R&amp;C) made presentation for the development and modernization of the laboratories of the various departments of the Institute. After deliberations, the Finance Committee decided that the proposals for HEFA funding be submitted for the modernization of remaining laboratories.</p>	<p>Noted for compliance</p> <p>Noted for compliance</p>





FC 38.3	<p><b>To consider Revised Budget Estimates for the year 2018-19 and Budget Estimates for the year 2019-20.</b></p> <p>The Deputy Registrar (Accounts) made presentation before the Finance Committee. After detailed deliberations and discussions on the various issues, the Finance Committee recommended to the Board for approval of Revised Budget Estimates for the year 2018-19 and Budget Estimates for the year 2019-20.</p> <p>The Finance Committee further desired that detailed information about the faculty and non-faculty positions of the Institute be placed before the Finance Committee in its next meeting.</p>	<p>The revised budget estimates for the year 2018-19 and Budget Estimates for the year 2019-20 has been submitted to the MHRD for approval.</p> <p>The detailed information about the faculty and non-faculty positions (based on the student's strength for the year 2010-11) is enclosed as <b><u>Appendix-II from page 11 to 13</u></b>. As on 1.12.2018, 124 faculty and 163 non-faculty positions are vacant against the sanctioned strength of 298 and 328 positions respectively. The process for filling these vacant positions is in progress.</p> <p>Further, it is pertinent to mention here that MHRD had already been approached for the sanction of 409 faculty and 450 non-faculty positions based on the student's strength for the year 2016-17. However, the sanction is still awaited.</p>
FC 38.4	<p><b>To delegate power to the Director for donating obsolete equipments 25 Desktop computers and 05 printer for the benefit and development of 03 adopted villages under the Unnat Bharat Abhiyan.</b></p>	

	<p>The Finance Committee recommended to the Board that the Director be authorized to donate the obsolete equipments or store items under clause 17(6) of Statutes under NIT Act 2007 upto the limit of Rs.1.0 lac per financial year and such donations may be appraised off to the Finance Committee as well as to the Board.</p>	<p>Noted for compliance.</p>
FC.38.5	<p><b>To consider the maximum limit of Retirement Gratuity and Death Gratuity as per recommendations of 7<sup>th</sup> Central Pay Commission.</b></p> <p>The Finance Committee recommended to the Board that the maximum limit of Retirement Gratuity and Death Gratuity may be implemented as per revised rates notified vide DOPT Office Memorandum No. F.38/37/2016-P&amp; PW (A) (i) dated 4<sup>th</sup> August, 2016 on the basis of recommendations issued vide MHRD letter No. 15-7/2017-TC dated 14<sup>th</sup> June, 2018.</p>	<p>Noted for compliance</p>
FC.38.6	<p><b>To review the decision of the Finance Committee in the light of the request of the Director, National Institute of Finance Management Faridabad to prepare Accounts and audit Manual of our Institute.</b></p> <p>After detailed deliberations on the issue, the Finance Committee reviewed its earlier decision taken in its 37<sup>th</sup> meeting held on 4.6.2018 vide item No. 37.4 under sub clause (b) and recommended to the Board that the NIFM, Faridabad be asked to prepare Accounts and Audit Manual of Institute within a period of two months.</p>	<p>Dr. K.P.Kaushik, Professor, NIFM, Faridabad, the faculty-in-charge on the job has visited the Institute and several meetings had been held on the issue. The necessary documents required for the purpose has also been handed over to the faculty on 20.12.2018. He has also assured that the manual will be prepared accordingly.</p>



FC.38.7	<p><b>To delegate powers for executing additions/alterations/modifications etc. of civil or electrical works in the existing buildings and execution of original/minor works as per the provisions of GFR 2017</b></p> <p>The Finance Committee considered the agenda and decided that the provisions/rules 133(1) to 133(3) of GFR 2017 be strictly followed. However, the Finance Committee felt that being an old Institution, there may be need of executing additions/alterations/modifications etc. of civil or electrical work in the existing buildings and execution of original/minor works. Therefore, the Institute may refer the proposal to the MHRD for advice and approval.</p>	<p>The matter has been submitted to the MHRD for kind consideration and approval.</p>
FC.38.8	<p><b>To note present status for the establishment of Siemens Centre of Excellence at NIT Kurukshetra</b></p> <p>The Finance Committee noted the present status for the establishment of Siemens Centre of Excellence at NIT Kurukshetra. Further, the Finance Committee was informed that the Institute has already submitted the point wise comments/inputs to the MHRD vide e-mail dated 18.10.2018 in response to MHRD letter No. F.10-8/2018-TS.III dated 17<sup>th</sup> October, 2018 for the consideration of HEFA proposals submitted vide letter dated 5.9.2018. The representatives of the MHRD apprised off the Finance Committee that the MHRD is under process to formulate the common guidelines for considering such MOUs, being received by the MHRD from various NITs. The Finance Committee decided that the status be apprised after the receipt of guidelines.</p>	<p>In this regard, the detailed information is being placed under a separate agenda item FC.39.3</p>

<p>FC.38.9</p>	<p><b>To note the present status of pending Audit paras made by C&amp;AG during the transaction audit of the Institute.</b></p> <p>The Finance Committee noted the present status of the pending Audit paras made by the C&amp;AG and suggested the following measures in this regard:</p> <p>(i) With regard to the theft cases, the matter may be referred to the IG, Haryana Police for providing Non Traceable Report at the earliest to settle down such audit paras.</p> <p>(ii) With regard to para 1 (S.A) of 2014-15, it was suggested that the C&amp;AG may be requested to settle down this para on the plea that the service tax has been reimbursed to the outsourced agencies on the receipt of valid payment receipts of Service Tax and the amount stands deposited with the Government against the same account.</p> <p>Further, the Finance Committee decided that the proper replies of all pending paras with relevant documents, if any, be submitted to the C&amp;AG to settle down these pending paras.</p>	<p>The matter was taken up with IG, Haryana Police for providing Non-traceable Report. With the intervention of IG Police, the matter is now pending with the Civil Courts, Kurukshetra for issuance of Non-traceable Report. The next date of hearing is 25<sup>th</sup> January, 2019.</p> <p>In this regard, the Deputy Director (Central Audit), C&amp;AG Chandigarh has been requested to arrange an Audit Committee Meeting at this Institute on any working day to settle down all the outstanding paras.</p> <p>Noted for compliance.</p>
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In view of the above, it is proposed that *"the follow up actions taken on the minutes of 38<sup>th</sup> meeting of the Finance Committee may be noted"*

NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119

Faculty & Non - Faculty Position as on 01.12.2018

Sr. No.	Cadre	Sanctioned	In Position	Vacant	Remarks
<b>Faculty Staff</b>					
1.	Professor	43	59	(-)16	
2.	Associate Professor	85	29	56	
3.	Assistant Professor	170	86	84	
<b>Sub Total (A)</b>		<b>298</b>	<b>174</b>	<b>124</b>	
<b>Non-Faculty Staff</b>					
<b>Officers</b>					
1	Registrar	01	-	01	
2	Dy. Registrar	03	03	-	
3	Asstt. Registrar	04	03	01	
4	Librarian	01	-	01	
5	Asstt. Librarian	01	01	-	
6	Sr. SAS Officer	01	-	01	
7	SAS Officer	02	02	-	
8	Sr. Medical Officer	01	01	-	
9	Medical Officer	03	02	01	
10	Security Officer	01	01	-	
11	Pr. Technical Officer	01	01	-	
12	Sr. Technical Officer	04	02	02	
13	Technical Officer	06	03	03	
14	Executive Engineer	01	-	01	
<b>Sub Total (B)</b>		<b>30</b>	<b>19</b>	<b>11</b>	
<b>Technical Staff</b>					
<b>Lower</b>					
1	Technician	33	10 (01 Lab. Asstt.)	23	
2	Sr. Technician	24	08	16	
3	Work Assistant	-	-	-	11
4	Sr. Work Assistant	-	-	-	

*Handwritten signature*

5	Technician SG-II	15	01	14	
6	Work Assistant SG II	-	06	(-)06	
7	Technician SG-I	09	10	(-)01	
8	Lib. Assistant	03	02	01	
9	Sr. Lib. Assistant	03	-	03	
10	Lib. Assistant SG II	02	01	01	
11	Lib. Assistant SG I	-	02	(-)02	
<b>Total</b>		<b>89</b>	<b>40</b>	<b>49</b>	

**Higher**

1	Tech. Assistant	29	-	29	
2	Sr. Tech. Asstt.	22	11 (01 Lab. Tech.)	11	
3	Tech. Asstt. SG-II	14	06 (01 Pharmacist, 01 Staff Nurse)	08	
4	Tech. Asstt. SG-I	07	03 (01 Pharmacist)	04	
5	Lib & Info. Assistant	02	-	02	
6	Sr. Lib & Info. Asstt.	02	-	02	
7	Lib & Info. Asstt. SGII	01	-	01	
8	Lib & Info. Asstt SGI	01	-	01	
9	Junior Engineer	04	02	02	
10	Asstt. Engineer	02	-	02	
11	Asstt. Engr. SG II (Civil)	01	01	-	
12	SAS Assistant	01	01	-	
13	Sr. SAS Assistant	01	-	01	
14	SAS Assistant SG II	01	-	01	
15	SAS Assistant SG I	01	-	01	
<b>Total</b>		<b>89</b>	<b>24</b>	<b>65</b>	
<b>Sub Total (C) (Lower + Higher)</b>		<b>178</b>	<b>64</b>	<b>114</b>	

**Administrative & Ministerial Staff**

**Lower**

1	Junior Assistant	16	07	09	
2	Steno	04	-	04	
3	Sr. Assistant	12	02	10	
4	Sr. Steno	03	-	03	

*CPM*

5	Assistant SG II	08	04	04	
6	Steno SG II	02	02	-	
7	Assistant SG I	05	08	(-)03	
8	Steno SG I	01	-	01	
<b>Total</b>		<b>51</b>	<b>23</b>	<b>28</b>	
<b>Higher</b>					
1	Superintendent	03	-	03	
2	Accountant	04	-	04	
3	Secretary	03	-	03	
4	Sr. Superintendent	03	05	(-)02	
5	Sr. Accountant	02	01	01	
6	Sr. Secretary	02	-	02	
7	Superintendent SG II	02	01	01	
8	Accountant SG II	01	01	-	
9	Secretary SG II	01	04	(-)03	
10	Superintendent SG I	01	-	01	
11	Accountant SG I	01	-	01	
12	Secretary SG I	01	-	01	
<b>Total</b>		<b>24</b>	<b>12</b>	<b>12</b>	
<b>Sub Total (D) (Lower + Higher)</b>		<b>75</b>	<b>35</b>	<b>40</b>	
<b>Supporting Staff</b>					
<b>Lower Cadre</b>					
1	Attendant/ Security Guard/Mali/ Caretaker	18	21	(-)03	
2	Sr. Attendant/ Security Guard/Mali/ Caretaker	14	15	(-)01	
3	Attendant/ Security Guard/Mali/ Caretaker SG-II	09	08	01	
4	Attendant/ Security Guard/Mali/ Caretaker SG-I	04	03	01	
<b>Sub Total (E)</b>		<b>45</b>	<b>47</b>	<b>(-)02</b>	
<b>Grand Total (A+B+C+D+E)</b>		<b>626</b>	<b>339</b>	<b>287</b>	

*QAM*





**FC.39.3: To consider the present status of establishment of Siemens Centre of Excellence at NIT Kurukshetra in compliance with the draft guidelines issued by MHRD.**

The Finance Committee in its 38<sup>th</sup> meeting held on 23.10.2018 decided as under:

**“The Finance Committee noted the present status for the establishment of Siemens Centre of Excellence at NIT Kurukshetra. Further, the Finance Committee was informed that the Institute has already submitted the point wise comments/inputs to the MHRD vide e-mail dated 18.10.2018 in response to MHRD letter No. F.10-8/2018-TS.III dated 17<sup>th</sup> October, 2018 for the consideration of HEFA proposals submitted vide letter dated 5.9.2018.**

**The representatives of the MHRD apprised off the Finance Committee that the MHRD is under process to formulate the common guidelines for considering such MOUs, being received by the MHRD from various NITs. The Finance Committee decided that the status be apprised after the receipt of guidelines.”**

Now, the Under Secretary to Government of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi vide letter NI. F.10-8/2018-TS.III dated 6<sup>th</sup> December, 2018 has conveyed draft guidelines for setting up the Centre of Excellence (CoE). A copy of the draft guidelines are enclosed as **Appendix III from page 17 to 20.**

The salient features of the draft guidelines are as under:

- 1. Criteria for Setting up the CoE:** Only the NITs in Top-100 NIRF rankings may be allowed to set up the CoE. Such NITs must have sufficient corpus funds from IRG, so as to share itself the capital investment of 50% of what is to be totally shared by the Institute.
- 2. Estimation of the Project Cost:** Technical Specification and Bill of Material (BoM) for the equipments to be supplied in CoE may be jointly decided by the Agency and the Institute. The agency will provide the Technical & commercial proposal accordingly.
- 3. Selection of Agencies:** The Selection of agencies may be done after approval of Finance Committee/Board of Governors of the Institute concerned.



4. **Signing of Memorandum of Understanding (MoU):** The Agency finalized to set up the CoE shall sign the MoU directly with the Institute. In case of thirty party involvements, the MoU signed shall be a Tri-Party MoU.
5. **Funding of the Capital Cost:** The maximum ceiling of the Total Project Cost (TPC) to set up the CoE is Rs.200 Cr. Per Institute. Minimum 80% of the TPC should be borne by the agency and the remaining 20% may be shared by the Institute. Out of which Institute must be able to share at least 50% from its IRG/Corpus directly and the remaining 50%, the Institute may apply for the HEFA loan.
6. **Funding for the Operating Cost and AMC:** The agency will provide 3 years warranty on the equipment to be supplied for CoE. The cost of maintenance of hardware and software need to be borne by the agency for first three years.
7. **Possibility of revenue generation using equipment of the CoE and its utilization:** During initial 3 years, revenue generation strategies utilizing the facilities of CoE must be put in place so as to generate the enough revenue well from the 4<sup>th</sup> year at least equal to the operational expenses and the AMC charges. Mobilization of the students for the Training Purpose will be the lint responsibility of the agency and nit concerned for initial 3 years. During this period, the revenue generated from the training may be shared between the Institute and the agency. However, starting from 4<sup>th</sup> years, agency shall be paid only the AMC Charges and the revenue earned shall be the income of the Institute only.

In reference to above draft guidelines, the following inputs/comments has been submitted to the MHRD vide e-mail dated 21<sup>st</sup> December, 2018:-

- (i) In Clause no. 3, Estimation of the project cost.

In the BoM..... **.....rates of individual items....towards the cost of the project, mentioning the rates of individual items** may not be practically feasible being the number of assorted items very large. This condition may, therefore, be relaxed to the following

***“In the BoM, rates of individual major items such as hardware/software assembly covering at least 80% of the project cost must also be mentioned so as to justify the total cost of the Project.”***



- (ii) In Clause 6 (i): The maximum ceiling on the total project cost to set up the CoE may be **enhanced to Rs. 300 Crores including statutory levies and infrastructure cost per Project** from Rs. 200 Crores per Institute.
- (iii) In Clause 6 (iv): The institute may contribute **25% of its share (20% of the total project cost) from the IRG/Corpus directly and remaining 75% may be funded through HEFA**. This is highly desirable as the NITs do not have sufficient quantum of corpus fund for such purpose.

It is worth mentioning here that the total project expenditure for the said M/s Siemens Centre of Excellence is Rs.185.13 crores (excluding of all taxes/duties applicable). Out of the total expenditure, the Institute share will be Rs.20.71 crores (excluding of all taxes/duties applicable).

In view of the above, the Finance Committee *"may note the present status of setting up of Siemens Centre of Excellence at NIT Kurukshetra in accordance with the draft guidelines issued by the MHRD."*

F. No. 10 – 8 / 2018 – TS.III **APPENDIX-III (FC. 39.3)**  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
\*\*\*\*\*

Shastri Bhawan, New Delhi,  
Dated, the 5<sup>th</sup> December, 2018

To,  
The Directors of all 31 NITs and IEST, Shibpur

**Subject: Draft Guidelines for setting up the Centre of Excellence (CoE) -  
regarding.**

Sir/Madam,

This is in reference to the proposals received from NITs for purchase of Laboratory equipment for setting up of Centre of Excellence (CoE). The matter has been examined in consultation with Integrated Finance Division (IFD) of this Ministry and it is observed that some guidelines are needed to be formed to have uniformity in such proposals.

2. Draft guidelines formulated in this context are enclosed as Annexure-I. NITs are, therefore, requested to give inputs/comments on the same within a week's time so that the matter may be further examined with IFD for needful action/decision.

Yours faithfully,

  
(Anil Kumar Singh)

Under Secretary to the Govt. of India  
Tel: 23384897

Encl: As above

## Draft Guidelines for setting up the CoEs (Suggestions by IFD)

### 1. Objective:

- (i) To promote Industry and Academia interface.
- (ii) To increasing the employability of students.
- (iii) To make qualitative improvements in technical education.
- (iv) To upgrade the laboratories of the Institute in order to meet the R & D requirements of the academia for advanced research.
- (v) To equip the institute with the state-of-the-art and industry relevant hardware and software catering to the current and futuristic requirements of the industry.
- (vi) To support the "Skill India" initiative of the Government of India.
- (vii) Setting up of the Centre of Excellence (CoE) at select locations and allow sharing of the infrastructure of the CoEs with other CFTIs who does not have such type of infrastructure in place.

### 2. Criteria for setting up the CoE:

Only the NITs in Top-100 NIRF rankings may be allowed to set up the CoE as it involves huge capital funding and the commitment of funds for running the operations. Such NITs must have sufficient corpus funds from IRG, so as to share itself the capital investment of 50% of what is to be totally shared by the institute.

### 3. Estimation of the Project Cost:

Technical Specification and Bill of Material for the equipments to be supplied in CoE may be jointly decided by the Agency and the Institute. Agency will need to submit the technical & commercial proposal based on the specifications and Bill of Material (BoM) finalized. In the BoM, rates of the individual items must also be mentioned so as to justify the Total Cost of the Project.

### 4. Selection of Agencies:

Selection of Agencies may be done after approval of Finance Committee/Board of Governors of the Institute concerned.

**Eligibility Criteria** in Selection of Agencies may be as below:

- (i) Agencies should be the companies incorporated under the laws of India having registered offices in India.
- (ii) Well proven track record of establishing and successfully operating similar CoEs across India.
- (iii) Hardware/Software alignment with the laboratory requirement of the Institute and the R & D requirements of the academia for advanced research.

- (iv) Hardware and software proposed must be state-of-the-art and industry relevant and should cater to the current and futuristic requirements of the industry.
- (v) The selected Agency shall provide the necessary training free of cost to the concerned staff of the Institute to operate the equipments/facilities.
- (vi) Regarding costing of the Bill of Material (BoM) submitted by the Agency, Agency has to justify the price of the equipment by submitting the copy of the rates at which the similar equipment has been supplied recently to other institute(s). Institute will also exercise due diligence to ensure the reasonability of the price of the equipments to be supplied. →
- (vii) The Agency shall give the undertaking to provide support for the repair/maintenance or AMC and for spare parts of the equipments to be installed, even after the warranty period.

#### 5. **Signing of Memorandum of Understanding (MoU):**

The Agency finalised to setup the CoE shall sign the MoU directly with the Institute. If the services are proposed to be provided through a third party, that third party should be the Authorised Solution/Service Partner of the Original Agency. In that case MoU signed shall be a Tri-Party MoU. And the ultimate responsibility of Warranty, Support, Operation etc shall be of the Original Agency. Original Agency shall act as a Primary Partner.

#### 6. **Funding of the Capital Cost:**

- (i) Maximum Ceiling of the Total Project Cost to set up the CoE: Rs 200 Cr Per Institute.
- (ii) As far as possible, existing civil infrastructure/furniture available in the Institute may be utilised to set up the CoE.
- (iii) Minimum 80% of the total project cost (including hardware & software) should be borne by the Agency itself.
- (iv) Maximum 20% of the capital cost may be shared by the Institute. Out of which Institute must be able to share at least 50% from its IRG/Corpus directly. For the remaining 50% amount, Institute may apply for the HEFA loan.
- (v) After approval of the FC/BoG concerned, the Institute shall submit the proposal to MHRD along with all the documents required as per the HEFA guidelines.
- (vi) As per the Window-I of the HEFA, institute will need to pay the principle portion. For servicing the Interest part, funds shall be asked from MHRD in OH-31 after sanction of the loan from HEFA.
- (vii) Once the loan is sanctioned by the HEFA, then only the MoU must be signed with the Agency. Liabilities of the Institute and the Agency may be clearly spelt out in the MoU along with the benefits likely to accrue to both the parties.
- (viii) The equipment(s) installed in the CoE shall be the Assets of the NIT.

**7. Funding for the Operating Cost and AMC:**

- (i) There shall be Minimum 3 years Warranty on the Equipment to be supplied by Agency for setting up the CoE. The Cost for Maintenance of hardware & software need to be borne fully by the Agency for first three years.
- (ii) The Agency setting up the CoE shall Operate and Maintain it for initial 3 years at its own cost. During last one year, it shall also provide assistance to train the staff of NIT concerned.
- (iii) Repair and Maintenance Cost or the AMC charges, which will be effective after initial period of three years, needs to be declared by the Agency while signing of the MoU.

**8. Possibility of revenue generation using equipment of the CoE and its utilization**

- (i) During initial 3 years, revenue generation strategies utilizing the facilities of CoE must be put in place so as to generate the enough revenue wef from the 4<sup>th</sup> year at least equal to the operational expenses and the AMC charges. Various avenues of revenue generation like Imparting Skill Development Training, Industrial Research etc. may be explored.
- (ii) Mobilization of the students for the Training purpose will be the joint responsibility of the Agency and the NIT concerned for the initial 3 years. During initial three years, in order to put the system of skill training in place, revenue generated from the training may be shared between the Institute and the Agency. Starting from the 4<sup>th</sup> Years, Agency shall be paid only the AMC charges as per the agreed rates in the MoU and the revenue earned shall be the income of the Institute only.

**FC.39.4: To consider writing-off e-waste material under E-Waste (Management & Handling) Rules, 2016.**

The Regional Officer, Haryana State Pollution Control Board, Panchkula vide Show Cause Notice No. HSPCB/PKL/2017/4735 dated 29.09.2017 issued under Environmental (Protection) Act, 1986 for non-compliance of the provisions of E-Waste (Management & Handling) Rules 2016. The show cause notice has been issued as the Institute has not submitted the compliance/annual report under E-waste Rules 2016. Under the rules, the consumer or bulk consumers of electrical and electronics equipments listed in Schedule 1 shall ensure that e-waste generated by them is channelized to authorized collection centre(s) or registered dismantlers (s) or recycler(s) is returned to the pick up or take back services provided by the producers. Further, bulk consumers have to maintain the e-waste and make such records available for scrutiny by the State Pollution Control Board. A return is also to be submitted to the Board in this regard.

In compliance of the above provisions, the institute submitted the required information to the Board vide letter no. NITK/2018/982 dated 22.02.2018. However, the Stores Section of the Institute initiated the process for the disposal of e-waste material and all the Departments/Sections were requested to prepare the proposal for unserviceable & condemned e-waste material lying unutilized in various departments/sections of the Institute.

After the receipt of proposals, the consolidated list of 71 cases has been prepared. The depreciated value as well as reserved value has also been calculated as per the recommendations of the Departmental Disposal Committee(s). The details are as under:

Sr. No.	Purchase proposals	No. of cases	Original Value (Rs.)	Depreciated Value (Rs.)	Reserved Value (Rs.)
1.	Institute	59	25688110.00	341265.00	260818.00
2.	Hostels	12	862352.00	104817.00	13400.00

As per the E-Waste (Management and handling) Rules 2016, the disposal of above cases e-waste material has to be carried out by the authorized collection centre(s) or registered dismantlers (s) or recycler(s) registered and authorized by State Pollution Control Board, Haryana. A list of such registered/ authorized e-waste dismantlers is available on website of Haryana State Pollution Control Board for this purpose.

Further it is worth mentioning here that these registered/authorized vendors may ask for some payment for collection, reception, storage, segregation, refurbishing, dismantling, recycling, treatment and disposal of e-waste rather than buying the material. Therefore, the e-waste material cannot be materialized as per the reserved price of the unserviceable materials.

It is pertinent to mention here that under Clause 4.2 of Comprehensive Stores & Purchase Rules 2008, the financial power of the Director for writing off irrecoverable value of stores items lost or rendered unserviceable due to normal wear and tear or obsolete is up to Rs. 25,000/- (depreciate value). However, the Board is empowered consider the same beyond above limits.

In view of the above, the *"Institute may be allowed to write off the above e-waste material in compliance with provisions the E-waste (Management & Handling) Rules 2016."*





**FC 39.5 To consider the revision of monthly contributions in respect of regular employees of the Institute towards the Cashless Medical Insurance Scheme**

The Finance Committee of the Institute in its 30<sup>th</sup> meeting held on 19.09.2014 recommended to the Board for implementation of Cashless Medical Insurance Scheme for the employees along with their Dependants and Students as per norms of eligibility given in the Central Civil Services (Medical Attendance) Rules, 1944. The minutes of the 30<sup>th</sup> meeting of Finance Committee was ratified by the Board of Governors of the Institute in its 34<sup>th</sup> held on 19.9.2014.

It may be mentioned here that as per the instruction of the Board, the Cashless Medical Insurance Scheme was prepared by this Institute on the pattern of IIT, Delhi. As per the Scheme followed by IIT, Delhi, it was optional, so, the serving employees of the Institute were required to give their option to continue the existing scheme or to join the new scheme (Cashless Medical Insurance Scheme).

Accordingly, 1% share of the basic pay in respect of the employees of the Institute is being deducted on monthly basis towards the Cashless Medical Insurance Scheme in the Institute.

At the time of implementation of the scheme, the pay of the employees was being paid in terms of 6<sup>th</sup> CPC. As per the 6<sup>th</sup> CPC, the pay in the Pay Band + AGP/GP of the post was called basic pay. As per approval of the Board of Governors in its 43<sup>rd</sup> meeting held on 23.01.2018, the revision of pay of faculty and non-teaching staff of this Institute was implemented in the Institute as per the 7<sup>th</sup> CPC. In terms of 7<sup>th</sup> CPC, the Pay Band and Grade Pay/AGP was converted into pay matrix and pay level. The pay of the employees was revised accordingly. The contribution towards the Cashless Medical Insurance Scheme was also increased. Presently, IIT, Delhi has revised its earlier rules of Medical Insurance Policy. The monthly contributions as given below in respect of serving employees of IIT, Delhi have been revised in terms of their notification dated 18.07.2018:



Sr. No.	Category	Revised Monthly deductions from serving Employees towards contributions for medical insurance (in Rs.) (w.e.f. 01.08.2018)	Revision Due
1	Level 1-5	Rs. 300	Every 3 years. Next revision is due w.e.f.01.08.2021
2	Level 6-8	Rs. 540	
3	Level 9-11	Rs. 780	
4	Level 12>	Rs. 1200	

The subscription from employees at different levels is mentioned in the same ratio as per CGHS norms.

A copy of the IIT, Delhi notification dated 18.07.2018 is enclosed as **Appendix IV on page 25.**

In view of the above, the Finance Committee may consider and make suitable recommendation to the Board for implementation the following rates of monthly contributions in respect of the regular staff members of this Institute towards the Cashless Medical Insurance Scheme with effect from the commencement of the present Cashless Medical Insurance Policy:

Sr. No.	Category	Revised Monthly deductions from serving Employees towards contributions for Cashless Medical Insurance (in Rupees)	Revision w.e.f.
1.	Level 1-5	Rs. 300/-	Initially for a period of one year or till further orders w.e.f. the commencement of the present CMI Policy.
2.	Level 6-8	Rs. 540/-	
3.	Level 9-11	Rs. 780/-	
4.	Level 12>	Rs. 1200/-	

**APPENDIX-IV (FC.39.5)****INDIAN INSTITUTE OF TECHNOLOGY DELHI  
HEALTH UNIT**192555  
IITD/ICDN/2018/  
July 18, 2018

Sub: Medical Insurance Policy - Revision in payment of monthly contributions by the serving and retired employees with effect from 1<sup>st</sup> August, 2018.

With the approval of the Chairman, Board of Governors, the monthly contributions from serving and retired employees towards availing medical insurance policy of the Institute are hereby revised as follows with effect from 1<sup>st</sup> August, 2018.

**1. Serving Employees**

S.No.	Category	Revised Monthly deductions from Serving Employees towards contributions for medical insurance (in Rs.) (w.e.f. 1.8.2018)	Revision Due
1	Level 1-5	Rs.300	Every 3 years. Next revision is due w.e.f. 1.8.2021.
2	Level 6-8	Rs.540	
3	Level 9-11	Rs.780	
4	Level 12>	Rs.1200	

The subscription from employees at different levels is maintained in the same ratio as per CGHS norms.

**2. Retired Employees**

S.No.	Category	Revised Monthly contribution/recovery from retired employees towards medical insurance premium (in Rs.) (w.e.f. 1.8.2018)	Revision Due
1	Level 1-5	Rs.600	Yearly. Next revision is due on 1.8.2019.
2	Level 6-8	Rs.1050	
3	Level 9-11	Rs.1550	
4	Level 12>	Rs.2400	

- The above revised rates are hereby circulated to all beneficiaries (serving and retired) with the request that they should inform the Institute if they wish to withdraw from the medical insurance latest by 10<sup>th</sup> August, 2018. Otherwise, by default, they will be deemed to have accepted the revised rates and would continue in the medical insurance policy.
- Those serving and retired employees, who could not enroll themselves for the medical insurance policy earlier and now are willing to join, can join the policy w.e.f. August 2018 subject to other conditions and rules of the Institute. They are requested to contact the Health Unit (Phone: 011-26591739, 26597169) at the earliest latest by 10<sup>th</sup> August, 2018 for the same.

All the beneficiaries of medical insurance policy of the Institute (both serving and retired) are requested to kindly note the above revision in the monthly contributions w.e.f. August 2018 for their information.

  
(N. BHASKAR)  
Assistant Registrar (Health Unit)

All Retired Employees  
All serving employees through email  
Gen. Secretary – IITD, Officers Association, Faculty Forum  
All Notice Boards  
Head, Hospital Services – For publicity in the Notice Boards of Hospital

Copy to:  
Director / Deputy Directors / Deans/Registrar  
Chairman, Hospital Advisory Committee