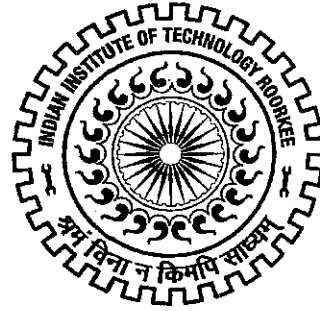


वित्त समिति  
की पंचम बैठक का कार्यवृत्त

MINUTES OF THE 5<sup>th</sup> MEETING OF THE  
FINANCE COMMITTEE

1<sup>st</sup> March 2003



भारतीय प्रौद्योगिकी संस्थान रुड़की  
रुड़की - २४७ ६६७ (भारत)

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
ROORKEE-247 667 (INDIA)



Lt Col A K Srivastava (Retd)  
Registrar

भारतीय प्रौद्योगिकी संस्थान रुड़की

(पूर्व रुड़की विश्वविद्यालय)

रुड़की - 247 667, उत्तरांचल, भारत

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

(Formerly University of Roorkee)

ROORKEE - 247 667, UTTARANCHAL, INDIA

Fax : (91) 1332 - 85310, 73560,

Tele. : (91) 1332-72430, 85311(O), 72445, 85312 (Res.)

e-mail : regis@iitr.ernet.in / srivastava-a@lycos.com

No. ITRMS/FC/5<sup>th</sup> (3/2003/169(ii)

Dated 2<sup>nd</sup> April 2003

**Subject: Minutes of the 5<sup>th</sup> meeting of the Finance Committee held on 1<sup>st</sup> March 2003**

A copy of the minutes of the 5<sup>th</sup> meeting of the Finance Committee of the Institute, approved by the Chairman, is sent herewith for favour of your kind perusal and comments, if any, latest by 30<sup>th</sup> April 2003. If no comments are received by that date, it will be presumed that you have no comments to offer and that you approve of the minutes as recorded.

(A.K. Srivastava)

Lt. Col. (Retd) APR 2003

Registrar

Secretary, Finance Committee

To,

1. Prof. S.K. Joshi  
The Chairman, Board of Governors  
IIT Roorkee,  
Room No.252,  
National Physical Laboratory,  
Dr. K.S. Krishnan Marg,  
New Delhi - 110 012
2. Mr. V.S. Pandey  
Jt. Secretary (Tech)  
Ministry of Human Resource Development  
Government of India  
Department of Secondary & Higher Education  
Technical Section I  
Shastri Bhawan  
New Delhi

3. Mr. V.K.Pipersenia  
Financial Advisor  
Ministry of Human Resource Development  
Government of India  
Department of Secondary & Higher Education  
Technical Section I  
Shastri Bhawan  
New Delhi
4. Prof. Ashwini Kumar  
Civil Engineering Department  
Indian Institute of Technology  
Kanpur 208 016
5. Mr. B.K.Chaturvedi  
President  
Hindustan Motors Ltd, A-34, 1<sup>st</sup> floor  
Mohan Cooperative Industrial Estate  
Mathura Road, New Delhi 110 049
6. Prof. Prem Vrat  
Director  
Indian Institute of Technology, Roorkee  
Roorkee 247 667
7. Mr. Y.P.Singh - Special Invitee  
Finance Controller  
Indian Institute of Technology, Roorkee  
Roorkee 247 667
8. Lt. Col. (Retd.) A.K.Srivastava - Secretary  
Registrar  
Indian Institute of Technology Roorkee  
Roorkee 247 667

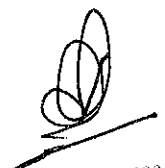


11.11.2013

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE – 247 667

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**Minutes of the 5<sup>th</sup> meeting of the Finance Committee meeting held on 1<sup>st</sup> March 2003 at 11.00 A.M. in the Board Room.**

The following were present:

- |    |  |                   |
|----|--|-------------------|
| 1. | Prof. S.K.Joshi                                | - Chairman        |
| 2. | Mr. V.S.Pandey, IAS, Joint Secretary, MHRD     | - Member          |
| 3. | Prof. Ashwini Kumar, IIT Kanpur                | - Member          |
| 4. | Prof. Prem Vrat, Director, IIT Roorkee         | - Member          |
| 5. | Mr. Y.P.Singh, Finance Controller, IIT Roorkee | - Special Invitee |
| 6. | Lt. Col. (Retd) A.K.Srivastava, Registrar      | - Secretary       |

Communications regretting inability to attend the meeting were received from the following members:

1. Mr. V.K.Pipersenia, Financial Advisor, MHRD, New Delhi
2. Mr. B.K.Chaturvedi, President, Hindustan Motor Ltd., New Delhi

Before the start of the meeting, the Director informed the Finance Committee that Prof. S.K.Joshi, Chairman, Board of Governors, IIT Roorkee had been conferred the **Padma Bhushan** on the nation's 54<sup>th</sup> Republic Day (2003) by the Hon'ble President of India. He had also been awarded the **Asutosh Mookerjee Memorial Award – 2003**, by Indian Science Congress Association. The members of the Finance Committee felicitated the Chairman.

The Chairman welcomed the members to the 5<sup>th</sup> meeting of the Finance Committee. He especially thanked the external members; Mr. V.S.Pandey and Prof. Ashwini Kumar who had spared their valuable time to attend the meeting,


The agenda was then taken up.

**Item No. 5.1: To confirm the minutes of the 4<sup>th</sup> meeting of the Finance Committee held on 24.11.2002:**

The minutes of the 4<sup>th</sup> meeting of the Finance Committee held on 24.11.2002 were confirmed as circulated.

**Item No. 5.2: Report of actions taken on the minutes of the 4<sup>th</sup> meeting of the Finance Committee held on 24.11.2002:**

The position of actions taken on the matters as reported was noted with the following observation:

  
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**Item No. 4.8** The Revised Estimates (RE) for the year 2002-2003 and Budget Estimate (BE) for the year 2003-2004 be approved as given at **Appendices 'A' & 'B'** respectively. Further, the Committee desired that a quarterly report on the Budget Estimates for the Plan Grant of the Institute be placed before the Finance Committee.

**Item No.5.3: To consider extension of subsidies to IITR messes and pension facilities to mess staff at par with the IIT Delhi.**

The Finance Committee underlined the fact that mess employees were Coordination Committee of Bhawans (CCB) employees and not Institute employees, and the facilities were being given to them as Mess employees. After due deliberation, the Finance Committee recommended the extension of subsidies to IITR mess staff, as under:

- (a) The Coordination Committee of Bhawans (CCB) employees be given medical facilities, accommodation etc. at par with Board of Hostel Management (BHM) staff at IIT Delhi.
- (b) Salary Subsidies be given in the ratio 70:30 (Student : Institute), except for Managerial Staff where subsidy would be 100%.
- (c) Full subsidy be given for pensionary benefits to the CCB employees.

**Item No 5.4 Extension of pay scale of Rs. 3200-4900/4500-7000 to LDCs and UDCs, respectively.**

After discussion, the Finance Committee decided as under:

- (a) The pay scale of Rs.3050-4590 to L.D.Cs. be retained subject to verifying extension of the scale of Rs.3200-4900 to LDCs from the MHRD.
- (b) The pay scale of Rs. 4500-7000 to all U.D.C.s be approved w.e.f. 16.8.2002 i.e. the date of the 109<sup>th</sup> meeting of the IIT Directors.

NOTE: MHRD has subsequently clarified vide letter No.7-10/2002-TS.I dated 31<sup>st</sup> March 2003 that the approved scale for UDCs is Rs.4000-6000.

  
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**Item No. 5.5 To consider the proposal for the revision of honorarium for full time Para-Medical Staff on Work Purchase.**

After discussion, the Finance Committee decided that the under mentioned proposal for the revision of honorarium for full time Para-Medical Staff on Work Purchase, be approved w.e.f. 1<sup>st</sup> March 2003.

Sl. No.	Post	Honorarium w.e.f. 1.3.2003
1.	Pharmacist (full-time)	Rs. 6000.00 PM (Fixed)
2.	Staff Nurse (full-time)	Rs. 6000.00 PM (Fixed)
3.	Dark Room Attendant (full-time)	Rs. 2500.00 PM (Fixed)
4.	Ward Boy (full-time)	Rs. 2500.00 PM (Fixed)
5.	Dresser (full-time)	Rs. 2500.00 PM (Fixed)

**Item No. 5.6 To consider filling the post of Lab Assistant (Boiler) and Senior Attendant (Boiler) to operate the Steam Boiler in the Department of Chemical Engg.**

After discussion the Finance Committee decided that the post of Lab. Assistant (Boiler) as per details given below, be approved:

**Lab. Assistant (Boiler)** – One No.

**Pay scale** – Rs. 3200 – 4900

**Qualification** – B.Sc. (Physics, Chemistry and Mathematics)/ Diploma in Mechanical Engineering (3 years duration)

Or

Senior Secondary (10+2) with I.T.I. Certificate in Machinist/ Fitter trade.

**Essential** - Boiler Attendant Certificate (at least 'B' Class) from the Directorate of Boilers, State Govt.

**Experience** – 03 years experience in the field of oil-fired boiler operation, maintenance of boilers, steam lines and other related equipment using workshop fabrication facilities.

Further, the Finance Committee decided that filling the post of Lab. Attendant (Boiler) as given in the agenda note, be not approved.

  
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**Item No. 5.7 To consider the payment of honorarium to Bhawan Supervisors**

After discussion, the Finance Committee decided that the payment of yearly honorarium Rs. 700/- to such Ministerial staff to whom the work of Bhawan Supervisor is assigned, be continued.

**Item No. 5.8 To consider the sanctioning "Out of Pocket Expenses" to faculty members and staff accompanying the students on field projects/ field training and survey camps for the period spent on field work.**

After extensive discussion, the Finance Committee decided as under:

- (a) Payment of "Out of Pocket Expenses" to faculty members/ staff be not approved.
- (b) Payment of Rs. 75/- per day to the Students of Earth Sciences for field project/ field training and the students of Civil Engineering Department for survey camps be approved w.e.f. 1.3.2003.


**Item No. 5.9 To consider the recommendations of the Committee headed by Dean of Students Welfare for provision of liveries to the Institute employees on the pattern of the other IIT, Delhi.**

After due deliberation, the Finance Committee decided that issue of liveries to the Institute employees be approved as per the details given at Appendix 'C'.

**Item No.5.10 To consider the re-employment of faculty ' members superannuating on attaining the age of 62 years till the end of the semester/ academic year i.e. 30<sup>th</sup> June.**

The Finance Committee decided that the re-employment of faculty members superannuating on attaining the age of 62 years till the end of the semester/ academic year, as the case may be, be approved and the under mentioned procedure be followed. This will be effective from the academic year 2003-2004.

1. The recommendations of the Professorial Committee for re-employment of the faculty members superannuating in the middle of a semester are to be sent to the Director at least three months before the age of superannuation.

  
07 APR 2003



2. The proposal for re-employment of the faculty members till the end of semester/ academic year may be made along with justification. The proposal for re-employment will be placed before the Deans' Committee for consideration.
3. The recommendations of Deans' Committee will be sent to the Chairman of the BOG for approval and then reported to the BOG.
4. The salary of the re-employed faculty members is to be fixed in accordance with GOI rules i.e. at the last pay drawn by the individual at the time of superannuation less pension.
5. In cases where the faculty has reached the maximum of the scale and has got one stagnation increment, his maximum of the scale will be treated as the last pay drawn (not the basic with stagnation increment).

**Item No. 5.11 To consider the approval of posts chargeable to works in the Construction Division, for the year 2003-2004:**

The Finance Committee accepted the creation of 08 positions, as detailed below, for the year 2003-2004 for the Construction Division of the Institute, chargeable to Works Estimates of the Division:

Sl. No.	Designation	No. of Post	Expected Expenditure
1.	Institute Engineer	1 Nos.	Rs. 2,74,205.00
2.	Asstt. Engineer (Civil)	2 Nos.	Rs. 3,49,040.00
3.	Asstt. Engineer (Hort.)	1 Nos.	Rs. 1,45,920.00
4.	Junior Engineer (Civil)	2 Nos.	Rs. 3,35,688.00
5.	Divisional Accounts Officer	1 Nos.	Rs. 1,60,824.00
6.	Architectural Assistant	1 Nos.	Rs. 1,32,240.00
	<b>Total</b>	<b>8 Nos.</b>	<b>Rs.13,97,917.00</b>

**D.A.** Rs. 41,937.00

**Leave Salary & Pension/  
GPF Contribution** Rs. 1,11,833.00

**Grand Total** Rs. 15,51,687.00

  
02 MAR 2003

**Item No. 5.12 Issue of regularization of staff presently working against Syndicate Created Positions.**

After due deliberation, the Finance Committee decided that the proposal for regularization of staff presently working against Syndicate created positions be postponed till the report of the Committee constituted for the purpose is received.

**Item No. 5.13 To consider the regularization of the Quasi Regular Staff.**

After protracted discussion, the Finance Committee decided that the proposal for regularization of the Quasi Regular Staff be approved in principle with the following provisions:

- (a) They be regularized with their posts, as personal to them.
- (b) They can be shifted to other facilities as per the requirement of the Institute.
- (c) The matter be referred to MHRD for specific approval.

**Item No.5.14 To consider the honorarium of Rs. 400.00 per month to P.S. to Director.**

After discussion, the Finance Committee decided that Officiating Allowance of Rs. 400.00 per month be given to the Senior Steno performing the duties of Officiating P.S. to Director w.e.f. 1.3.2003, which allowance shall continue till the post is filled.

**Item No. 5.15 To consider the proposal for engagement of five Medical Officers on contract on a consolidated remuneration varying between Rs.15,000-20,000 p.m.**

After protracted discussion, the Finance Committee decided that the proposal for engagement of five Medical Officers on contract on a consolidated remuneration varying between Rs.15,000-20,000 p.m., be approved.

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

  
17 MAR 2003

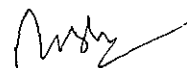
## Budget Estimates – Plan

Rs. in lakhs

Sl. No.	Head of expenditure	Previous Year 2001-02 Actuals Upto 31.03.02	Current year 2002 – 03		Next year 2003-04 Budget Estimates
			Budget estimates	Revised estimates	
1.	<b>Equipment:</b>				
(i)	Replacement of obsolete equipment & modernization of laboratories	127.73	900.00	1050.00	1400.00
(ii)	Equipment for new department/ placement cell	1.30	100.00	100.00	100.00
(iii)	Equipment for new programme	-	250.00	100.00	250.00
(iv)	Office equipment / Automation	23.81	90.00	200.00	200.00
(v)	NMR	-	-	500.00	
		<b>152.84</b>	<b>1340.00</b>	<b>1950.00</b>	<b>1950.00</b>
2.	<b>Upgradation of Computing facilities</b>	67.43	400.00	450.00	500.00
3.	<b>Upgradation of networking &amp; multimedia facilities</b>	55.95	450.00	450.00	400.00
4.	• Strengthening of library • New building for library	25.75	300.00	200.00 500.00	400.00
5.	<b>Staff/ student Amenities (other than buildings)</b> a. Hospital b. DoSW (clubs & sports) c. Dairy	16.22	52.00	150.00	200.00
		<b>165.35</b>	<b>1202.00</b>	<b>1750.00</b>	<b>1500.00</b>
6.	<b>Renovation / Extension of Buildings (including support services)</b>				
(i)	Academic & Administrative buildings	86.08	590.00	590.00	400.00
(ii)	Residential buildings	60.87	400.00	500.00	400.00
(iii)	Student's hostels and amenities	60.43	450.00	450.00	500.00
(iv)	Guest house & conference complex	-	100.00	800.00	100.00
(v)	Funds transferred to CPWD				
		<b>207.38</b>	<b>1540.00</b>	<b>2340.00</b>	<b>1400.00</b>
		<b>525.57</b>	<b>4082.00</b>	<b>6040.00</b>	<b>4852.00</b>



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**Budget Estimates – Non-Plan**

**APPENDIX-B**

Rs. in lakhs

No.	Head of expenditure	Previous Year 2001-02 Actuals Upto 31.03.02	Current year 2002 – 03			Next year 2003-04 Budget Estimates
			Budget estimates	Actuals upto 30 Sep 2002	Revised estimates	
<b>1.</b>	<b>Establishment Expenses</b>					
(i)	Pay & Allowance	2158.51	2,633.00	1225.59	2550.00	2820.00
(ii)	OTA and Honorarium	1.97	3.00	0.52	1.00	2.00
(iii)	Travelling Allowance & LTC	12.87	30.00	6.08	15.00	30.00
(iv)	Children Education Allowance	-	2.00	-	1.00	2.00
(v)	Fund Contribution	-	300.00	-	20.00	100.00
(vi)	Pension and Gratuity	543.07	600.00	392.64	800.00	840.00
(vii)	Advances	-	100.00	-	100.00	150.00
(viii)	Security and Other Agencies	24.59	50.00	12.28	30.00	50.00
(ix)	Medical Expenses	41.96	80.00	47.88	100.00	150.00
	<b>Total</b>	<b>2782.97</b>	<b>3798.00</b>	<b>1684.99</b>	<b>3617.00</b>	<b>4144.00</b>
<b>2.</b>	<b>Academic and Educational Expenses</b>					
(i)	Departmental Operating Costs	79.42	250.00	83.27	300.00	360.00
	<b>Educational Expenses</b>					
(ii)	Scholarships/ Fellowships	54.21	500.00	140.26	540.00	640.00
(iii)	Library – Books & Journals	105.29	300.00	35.89	300.00	300.00
(iv)	Other Educational Expenses <sup>a</sup>	29.80	106.00	22.94	175.00	365.00
	<b>Total</b>	<b>268.72</b>	<b>1156.00</b>	<b>282.36</b>	<b>1315.00</b>	<b>1665.00</b>
<b>3.</b>	<b>Computerisation &amp; Comp. Support Services</b>	-	5.00	-	7.00	10.00
<b>4.</b>	<b>Maintenance Expenses</b>					
(i)	Estate Maintenance	163.37	200.00	89.26	200.00	240.00
(ii)	Water, Power and Fuel	114.68	200.00	91.66	200.00	250.00
(iii)	Property Tax	-	2.00	1.05	3.00	4.00
	<b>Total</b>	<b>278.05</b>	<b>402.00</b>	<b>181.97</b>	<b>403.00</b>	<b>494.00</b>
<b>5.</b>	<b>Miscellaneous expenses<sup>b</sup></b>	<b>51.64</b>	<b>121.00</b>	<b>31.20</b>	<b>140.00</b>	<b>166.00</b>
<b>6.</b>	<b>Transfer to Development Fund</b>	<b>810.00</b>		-	00.00	00.00
	<b>Grand total</b>	<b>4191.38</b>	<b>5482.00</b>	<b>2180.52</b>	<b>5482.00</b>	<b>6479.00</b>

a: Please see details in the Schedule of Educational Expenses  
b: Please see details in the Schedule of Miscellaneous expenses



07 APR 2003

**Schedule of Miscellaneous Expenses**

Rs. in lakhs

Sl. No.	Head of expenditure	As on 28.02.02 Previous Year 2001-02 Actuals	Current year 2002 – 03			Next year 2003-04 Budget Estimates
			Budget estimates	Actuals upto 30 Aug 2002	Revised estimates	
1	Contingencies	5.26	10.00	3.14	10.00	10.00
2.	Convocation & other functions	3.69	5.00	-	6.00	8.00
3.	Staff Welfare (Faculty Perks)	-	30.00	-	49.00	60.00
4.	Transport	4.40	8.00	2.23	7.00	8.00
5.	Legal Expenses	1.88	3.00	0.78	6.50	10.00
6.	Postage	2.08	5.00	1.30	3.50	5.00
7.	Uniforms & Liveries	5.31	7.00	3.03	7.00	7.00
8.	Entertainment	-	2.00	0.32	1.00	1.00
9.	Guest House	-	5.00	-	2.50	3.00
10.	Audit Charges	1.47	2.00	-	2.00	2.00
11.	Telephones	12.12	20.00	5.49	16.00	20.00
12.	Printing & Stationery	3.06	10.00	2.53	8.00	10.00
13.	Advertisement	0.28	4.00	0.68	2.00	2.00
14.	Repair & Maintenance-Office Equipment	1.91	5.00	0.85	4.50	5.00
15.	Replacement of old furniture	3.71	5.00	3.74	15.00	15.00
			<b>121.00</b>		<b>140.00</b>	<b>166.00</b>

**Staff welfare:**

▪ RE/02-03

Telephones (pm) 350x750x12 = Rs 32.00 lakh  
Contingency (per year) 350x4000 = Rs 14.00 lakh  
**Total Rs 46.00 lakh**

▪ BE/03-04: 20% In addition of RE for 02-03



07 APR 2003

## Schedule of Academic and Other Educational Expenses

Rs. in lakhs

No.	Head of expenditure	As on 28.02.02 Previous Year 2001-02 Actuals	Current year 2002 - 03			Next year 2003-04 Budget Estimates
			Budget estimates	Actuals upto 30 Aug 2002	Revised estimates	
<b>I.</b>	<b>Academic Expenses</b>					
(i)	Deptt. Operating Costs		250.00	74.62	300.00	360.00
(ii)	Scholarships/ Fellowships*		500.00	116.89	540.00	640.00
(iii)	Library - Books & Journals		300.00	37.66	300.00	300.00
					<b>1140.00</b>	<b>1300.00</b>
<b>II.</b>	<b>Other Educational Expenses</b>					
(a)	Prizes & Medals	-	1.00	-	1.50	2.00
(b)	Research Projects	2.78	10.00	0.31	10.00	150.00
(c)	Training & Placement	1.59	4.00	0.55	4.00	10.00
(d)	Study Tour	1.44	4.00	0.15	4.00	10.00
(e)	Student Amenities (including NCC)	0.64	25.00	0.21	25.00	25.00
(f)	▪ SC/ST student mess <sup>a</sup> ▪ Mess Subsidy <sup>b</sup>	-	-	-	33.00 30.00	40.00 36.00
(g)	Examinations	12.32	25.00	7.74	25.00	30.00
(h)	National Conference/ Symposium	1.85	10.00	0.56	15.00	20.00
(i)	International Conference/ Symposium	3.45	20.00	7.15	20.00	25.00
(j)	Seminar/ Symposium (to be organised)	2.38	3.00	0.15	1.50	7.00
(k)	Publication (including News Letter)	0.30	3.00	0.17	4.00	7.00
(l)	Membership Fee	-	1.00	-	0.50	1.00
(m)	Short term academic visit to IITR	-	-	-	1.50	2.00
					<b>175.00</b>	<b>365.00</b>
			<b>1156.00</b>		<b>1315.00</b>	<b>1665.00</b>

## • RE for 2002-03

a: SC/ST students scholarship, 250 students @ Rs 3600/- per year = Rs. 9.00 lakh  
 SC/ST eligible students for re-imbursment of mess expenses,  
 200 students @ Rs 12000/- per year = Rs 24.00 lakh  
**Total** Rs 33.00 lakh

b: Mess subsidy: as per Expert Committee report and IIT practice

## • BE/03-04

a & b: 20% in addition to RE for 2002-03

## \* PhD level Assistantship/ Fellowships

Expected new admissions, 100 in the Year 2003-04  
 Payable @ Rs 7000/- pm per student + Contingencies = Rs 94.00 lakh

**APPENDIX-C****LIVERY ITEMS TO BE PROVIDED TO THE IIT STAFF AS APPROVED BY THE BOARD OF GOVERNORS IN THE MEETING HELD ON 1<sup>ST</sup> MARCH 2003**

Sl. No.	Name of item (s)	Category of Staff	Qty	Duration
1.	Summer Uniform of Terricot suiting cloth (1Pant + 1Blouse + 1Cap = One Set)	1. Daftary 2. Messenger 3. Peon/Helper 4. Lab. Attendant 5. Line-man, Pump Operator, Fitter/Security staff 6. Male Sweepers 7. Hospital Staff (White) 8. Drivers/ Conductors 9. Mali & Head Mali 10. Security Officer/Security staff 11. Asstt. Foreman/*Sr. Mech./ Jr. Mech./ Mech. Asstt.	3 Sets 3 Sets 3 Sets 3 Sets 3 Sets 3 Sets 3 Sets 3 Sets 3 Sets 2 Sets 2 Sets	For 4 Yrs. For 4 Yrs. For 4 Yrs. For 4 Yrs. For 4 Yrs. For 4 Yrs. For 4 Yrs. For 3 Yrs. For 3 Yrs. For 2 Yrs. For 2 Yrs.
2.	Ladies Summer Uniform (One Terricot Saree + 2 blouse + 2 Petticoat = One Set)	1. All ladies Group 'D' Staff	3 Sets	For 4 Yrs.
3.	Winter Uniform (One pant + One Coat) made of Woolen Serge	1. All Group 'D' Staff 2. Drivers & Conductors 3. Security Officers	1 Set 1 Set 1 Set	For 4 Yrs. For 3 Yrs. For 4 Yrs.
4.	Ladies Winter Uniform (One Ladies Coat) made of Woolen Serge	1. Ladies Group 'D' Staff	1 No.	For 4 Yrs.
5.	Leather Shoe (BATA)	1. All Group 'D' /Drivers/ Conductors 2. Security Staff	1 Pair 1 Pair	For 2 Yrs. Every Yr.
6.	Leather Sandal (BATA)	1. All Group 'D' Staff 2. Drivers & Conductors	1 Pair 1 Pair	Every Yr. Every Yr.
7.	Socks (Nylon)	1. All Group 'D' Staff 2. Drivers, Conductors & Security Staff	1 Pair 1 Pair	For 3 Yrs. Every Yr.
8.	Jungle Shoe	1. All Security Staff & Security Officer	1 Pair	For 3 Yrs.
9.	Jersey (Woollen)	1. All Group 'D' Staff 2. Pump Operators	2 Nos. 2 Nos.	For 3 Yrs. For 3 Yrs.
10.	Rain Coat	1. All Security Staff	1 No.	For 7 Yrs.
11.	Blanket	1. All Security Staff	1 No.	For 3 Yrs.
12.	Drill cloth cotton for lab. Coat	1. T.A., S.T.A. and S.T.A. (SG)	2 Set	For 2 Yrs.
13.	Blue Peaked Cap, Superior quality	1. Drivers and Conductors	1 No.	For 4 Yrs.

\* Sr. Mech./Jr. Mech./Mech. Asstt. should be read Mech. A & B for I.I.T. Roorkee

11/03/2003