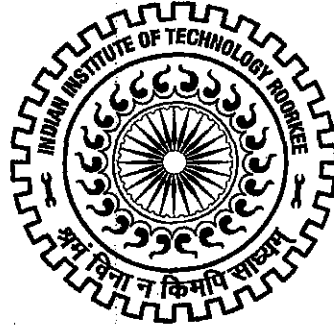


वित्त समिति
की अष्टम् बैठक का कार्यवृत्त

MINUTES OF THE 8TH MEETING OF THE
FINANCE COMMITTEE

27TH JANUARY 2004



भारतीय प्रौद्योगिकी संस्थान रूड़की
रूड़की - 247 667 (भारत)

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

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667



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INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE – 247 667



Minutes of the 8th Meeting of the Finance Committee held on 27th January 2004 at 5.30 P.M. in the Board Room of the IIT Delhi.

The following were present:

- | | |
|---|-----------------|
| 1. Prof. S.K.Joshi | Chairman |
| 2. Mr. V.K.Pipersenia, IAS, Financial Advisor, MHRD | Member |
| 3. Mr. V.S.Pandey, IAS, Joint Secretary, MHRD | Member |
| 4. Prof. P.K.Jain, IIT Delhi | Member |
| 5. Prof. Prem Vrat, Director, IIT Roorkee | Member |
| 6. Prof. H.K.Verma, IIT Roorkee | Member |
| 7. Prof. Ravi Bhushan, Professor-in-Charge Finance | Special Invitee |
| 8. Lt. Col. (Retd) A.K.Srivastava, Registrar | Secretary |

The Chairman welcomed the members to the 8th meeting of the Finance Committee (FC) of IIT Roorkee. Before taking up the agenda, the Finance Committee thanked the under mentioned outgoing members and recorded its appreciation for their valuable contribution in the meetings of the F.C.: -

1. Prof. Ashwini Kumar, IIT Kanpur
2. Mr. B.K.Chaturvedi, President, Hindustan Motors Ltd., New Delhi

The Finance Committee also welcomed the under mentioned new members and solicited their valuable contribution and active participation in its functioning:

1. Prof. P.K.Jain, Professor of Financial Management, Department of Management Studies, IIT Delhi.
2. Prof. H.K.Verma, Department of Electrical Engineering, IIT Roorkee.

The agenda was then taken up.

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Item No. 8.1: To confirm the minutes of the Seventh Meeting of the Finance Committee held on 11.10.2003.

The minutes of the 7th meeting of the Finance Committee held on 11.10.2003 were confirmed with the observation that the title of the concerned item should be indicated when a corrigendum is issued.

Item No. 8.2: Report of the actions taken on the minutes of the Seventh Meeting of the Finance Committee held on 11.10.2003:

The position of action taken on the matters as reported were noted with the following observations:

Item No. 7.4: Procurement of a new EPABX system of 5000 lines in replacement of the existing EPABX system of 1250 lines - The work of procurement of a modern EPABX system of 5000 lines should be completed by 30.6.2004. The job should be done in the project mode. Director should monitor the progress of the work and deviations, if any, may be reported to the F.C. Specific progress report of the work be placed before the Finance Committee in the next meeting.

Item No. 7.18: Estimate for the proposed extension of the Department of Biotechnology - Increase in student strength be planned and new courses like, B.Tech./ dual degree programme in Biotechnology be introduced. A presentation in this regard be made before the BOG.

Item No. 7.22: Opening of separate bank account for each category of MHRD project and loading of interest with retrospective date - Separate Bank accounts be opened for all major projects, so that the accrued interest is correctly credited to each project. The complete process of accounting both for the Main Institute Accounts and the SRIC Accounts be computerised on the pattern of IIT Delhi by 30th June 2004 and necessary consultancy work be assigned to IIT Delhi or a firm.

Item No. 7.25: Release of GPF Contribution of Institute employees lying with the State Government of Uttar Pradesh and Uttaranchal - Chairman, BOG may write to the Chief Minister, Uttaranchal to expedite

payment of the amount due. Director may also meet the Chief Minister, Uttaranchal in this connection, if necessary.

- Item No.8.3 Presentation by Professor-in-Charge, Planning on utilisation and proposed expenditure of plan funds, showing the details of projects in hand, projects in the pipe line, equipment procured and to be procured with the capital outlay involved in each case.**

The Finance Committee appreciated the presentation made by Prof. Ravi Bhushan, Professor In-charge Planning on utilisation and proposed expenditure of plan funds.

- Item No. 8.4 Payment of Dearness Relief to Pensioners/Family Pensioners of IITR on the basis of O.M. issued by Ministry of Personnel, Public Grievances & Pension, Deptt. of Pension & Pensioners Welfare.**

The Finance Committee decided that the present practice for payment of Dearness Relief to Pensioners/ Family Pensioners of IIT Roorkee be continued.

- Item No. 8.5 Absorption of "Y" and "Z" category workers against the vacant entry level posts of Group "C" and "D"**

The Finance Committee decided that status quo be maintained in view of the ERC recommendations to achieve the desired Faculty to Non-Faculty (Groups B,C&D) ratio of 1:1.5.

- Item No. 8.6 To consider the mapping of the post Store Assistant, DPT to Store Keeper (4000-6000) instead of LDC (3050-4590)**

The Finance Committee decided that the mapping of the post of Store Assistant, DPT to Store Keeper (4000-6000) instead of LDC (3050-4590) be approved.

- Item No. 8.7 To provide Nursing Allowance to Nursing Staff & Patient Care Allowance to the Group 'C' & 'D' staff of the Institute Hospital.**

The item was deferred. Further, the F.C. decided that the issue be referred to the Ministry of Human Resource Development, Govt. of India.

Item No. 8.8 To consider the issue of granting Lumpsum Incentive for acquiring higher qualifications to the employees of the Institute.

The Finance Committee decided that the grant of Lumpsum Incentive for acquiring higher qualifications to the employees of the Institute, except the academic staff, be made effective as per the Central Government rules w.e.f. 28th January 2004.

Item No. 8.9 To consider the replacement of existing Liquid Nitrogen Plant at Institute Instrumentation Centre.

The Finance Committee decided that an amount of Rs. 80.00 lacs for replacement of existing Liquid Nitrogen Plant at Institute Instrumentation Centre be sanctioned.

Item No. 8.10 To consider the pay fixation of Sri Shamsheer Singh, Technical Assistant, Department of Metallurgical and Materials Engineering.

The Finance Committee did not accept the representation of Sri Shamsheer Singh, Technical Assistant, Department of Metallurgical and Materials Engineering.

Item No. 8.11 To consider the revision of the Governments Contribution towards the Contributory Provident Fund.

The Finance Committee decided that the Employers and Employee Contribution towards the Contributory Provident Fund be approved @ 10% of basic pay w.e.f. 21.09.2001 onwards.

Item No. 8.12 To consider the procedure for initiating disciplinary action for consumption and carrying of intoxicating drinks in the IIT Roorkee campus.

The Finance Committee decided that the under-mentioned procedure for initiating, disciplinary action for consumption and carrying of intoxicating drinks/ drugs in the IIT Roorkee campus be approved:

1. STEP-I

- (a) Confirmation of drunkenness through a Breath Analyser Test, to be certified by the Duty Medical Officer of the Institute Hospital.
- (b) Possession of unsealed intoxicating liquor in a public place in the IIT Roorkee Campus, to be confirmed by the Security Officer/ Security Staff.

2. STEP-II

On occurrence of either of the two situations in STEP-I, the following action be initiated against the delinquent employee:

- (a) Automatic suspension of the concerned employee, once the test turns out to be positive.
- (b) Initiation of disciplinary action in accordance with Rules and expeditious completion of the same.

Further, a sum of Rs. 75,000/- (approx.) for purchasing an automatic breath analyser having data storage and result printing facility be sanctioned. The system be installed in the Institute Hospital.

Item No. 8.13 To consider the proposal for purchasing new vehicles for the Institute.

The Finance Committee decided that the under-mentioned new vehicles for enhancing functional efficiency of the Institute be approved:

Sl. No.	Particulars	Quantity	Costs in lacs (Approx.)
1.	Staff Cars: Maruti Esteem VXI Euro-II*	02 No.	10.86
2.	Bus : 52 Seater Bus with standard seats and GP panels on LP 1510/52 5195 wheel base, EURO-I	01 No.	09.73
3.	Ambulance : Tata Model SFC 407/31 (4 x 4) 4 wheel drive, 3075 mm 4SP, two stretcher Ambulance (GP Panels) EURO-I	01 No.	08.56
4.	Motor Cycle : Royal Enfield Bullet for the Security Staff	02 Nos.	01.02
*One existing Staff Car to be replaced once it is phased out. (Total Staff Cars - 04)			

Item No. 8.14 To consider the simplified procedure for obtaining 'No Dues' clearance by retiring employees of the Institute.

The Finance Committee decided that the under-mentioned procedure for obtaining 'No Dues' by retiring employees of the Institute be approved:

1. The concerned Establishment Section (Establishment 'A/B') should notify the date of retirement of an employee three months in advance to all Heads of the Departments/ Centres/ Units/ Sections of the Institute including KIH with the request that the concerned Establishment Section be apprised by the first of the month in which the employee is supposed to retire, if anything, is due from the retiring employee.
2. Nil report will be assumed, if the Heads of Departments/ Centres/ Units/ Sections do not respond by the due date, except for -
 - (i) Finance & Accounts office
 - (ii) Central Library
 - (iii) Estate & Works
 - (iv) SRIC Office } Obtaining of 'No Dues' clearance from these sections in person would be necessary
3. Single point clearance be given by the concerned Heads of the Departments by informing the various Sections under their control to send the "No Dues" clearance if any, by a certain date, failing which Nil Report be assumed and clearance be given to the retiring employees.
4. Head of the Departments/Centres/Units/Sections must invariably relieve all the retiring persons from their administrative responsibilities, three months in advance.
5. The four Sections / Offices mentioned at para 2 above, will follow a similar procedure in their respective Sections/ Offices for giving "No-Dues" clearance.


Item No. 8.15 To consider the Budget Estimates under Plan and Non Plan for the year 2004-2005.

The Finance Committee decided that the Budget Estimates under Plan and Non Plan for the year 2004-2005 as given at **Appendix 'A'** be approved. Further, a DPR be prepared for expending the Plan funds with emphasis on developing teaching infrastructure and modernising instructional laboratories and workshops for the undergraduate students.

Item No.8.16 Payment of assistantship to M.Tech. and Ph.D. students directly into their bank accounts.

The Finance Committee decided that under-mentioned procedure for payment of assistantship to M.Tech. and Ph.D. students directly into their bank accounts be approved:

1. The Head of the Departments should send information with respect to the defaulters for non-payment or deduction of assistantship as per Institute norms to the Account Office by 05th of every month.
2. Departments should also submit a nil report in case there are no defaulters.
3. If the report is not received by the stipulated date i.e. 05th of every month from any Head of the Department, the Asstt. Registrar (Finance) will confirm the nil report from the concerned HOD through telephone/e-mail.
4. Accounts Office would pay the monthly amount of the assistantship directly into the bank account of the concerned student by 10th of every month after making the necessary deductions in respect of defaulters.
5. The practice be also adopted for all M.Tech. and Ph.D. students getting assistantship/ fellowship from any source upon receipt of funding from the respective source.
6. Confirmation of non-payment/ reduced payment be sent by the Accounts Office to concerned HOD by e-mail.


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Item No. 8.17 To consider re-pooling of License fee of the Institute residences.

The item was withdrawn. Further, the F.C. suggested that the matter should be governed by Central Government rules only. Reduction in the licence fee, if any, be properly justified as per the Central Government rules.

Item No. 8.18 To consider the issue related to coverage of the Institute Messes under the Employees State Insurance (ESI) Act 1948.

The Finance Committee decided that the Government be approached for exempting the IITR Mess employees from the provisions of the ESI Act, 1948.

Item No.8.19 To consider providing Woollen Jersey Pullovers to Security Inspector(s).

The Finance Committee decided that the expenditure of Rs. 1,000/- once in three years be approved for this purpose. Further, the Director be delegated financial powers admissible to Heads of Organisations as per Government of India Orders on the subject.

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



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BUDGET ESTIMATES – 2004-2005 (NON PLAN)

Rs. in lakhs

Sl. No.	Head of expenditure	As per actuals 2002-03	Current Year 2003-04			Budget Estimates 2004-05
			Budget Estimates	Expenditure upto 31 Dec 2003	Revised Estimates	
1.	Establishment Expenses					
(i)	Pay & Allowance	2384.51	2500.00	3024.29	2500.00	2900.00
(ii)	OTA and Honorarium	2.22	3.00	1.50	3.00	4.00
(iii)	Travelling Allowance	17.12	70.00	18.15	70.00	40.00
	LTC	-	25.00	23.36	25.00	35.00
(iv)	Children Education Allowance	0.27	2.00	2.21	2.00	4.00
(v)	Fund Contribution	3.02	4.00	1.56	4.00	4.00
(vi)	Pension and Gratuity	671.65	700.00	624.79	700.00	750.00
(vii)	Advances	37.33	100.00	45.80	100.00	100.00
(viii)	Security and Other Agencies	29.15	50.00	34.27	50.00	55.00
(ix)	Medical Expenses	116.68	130.00	116.32	130.00	150.00
(x)	Staff development and HRD	-	8.00	0.35	8.00	25.00
	<i>Total</i>	3261.95	3592.00	3892.60	3592.00	4067.00
2.	Academic and Other Educational Expenses					
(i)	Departmental Operating Costs	278.00	300.00	112.91	300.00	360.00
(ii)	Scholarships/ Fellowships	341.98	400.00	273.88	400.00	450.00
(iii)	Library – Books & Journals	295.03	300.00	16.70	300.00	350.00
		915.01	1000.00	403.49	1000.00	1160.00
(iv)	Other Educational Expenses ^(A)	128.84	216.50	135.31	202.50	270.00
4.	(a) Computerisation & Comp. Support Services/ Internet	-	5.00	0.59	5.00	100.00
	(b) National Facility (Shake Table etc.)	-	46.00	-	46.00	50.00
	<i>Total</i>	-	51.00	0.59	51.00	150.00
5.	Maintenance Expenses					
(i)	Estate Maintenance	209.98	225.00	163.50	225.00	500.00
(ii)	Water, Power and Fuel	179.09	250.00	121.97	250.00	350.00
(iii)	Property Tax	1.05	4.00	0.02	4.00	4.00
	<i>Total</i>	390.12	479.00	285.49	479.00	854.00
5.	Miscellaneous expenses ^(B)	105.25	163.00	88.21	177.00	195.00
6.	Transfer to Development Fund	-	-	-	-	-
	Grand total	4801.17	5501.50	4805.59	5501.50	6697.00

(A) The schedule of Other Educational Expenses attached

(B) The schedule of Miscellaneous Expenses attached


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A: Schedule of Other Educational Expenses

Rs. in lakhs

Sl. No.	Head of expenditure	As per actuals 2002-03	Current Year 2003-04			Budget Estimates 2004-05
			Budget Estimates	Expenditure upto 31 Dec 2003	Revised Estimates	
2. (iv)	Other Educational Expenses					
(a)	Convocation & other functions	5.48	14.00	12.84	14.00	17.00
(b)	Prizes & Medals	0.20	0.90	0.16	0.90	1.50
(c)	Research Projects	0.31	1.00	-	1.00	30.00
(d)	Training & Placement	3.80	5.50	4.76	5.50	8.50
(e)	Study Tour	2.72	4.60	4.62	4.60	5.00
(f)	Student Amenities (including NCC)	69.72	25.00	17.23	25.00	30.00
	(i) SC/ST student mess/ Fee SC/ST		23.00	7.36	23.00	25.00
	(ii) Mess Subsidy		65.00	43.82	65.00	70.00
(g)	Examinations	21.78	25.00	18.86	25.00	25.00
(h)	National Conference/ Symposium.	2.31	10.00	2.57	10.00	10.00
(i)	International Conference/ Symposium	19.00	25.00	14.49	25.00	25.00
(j)	Seminar/ Symposium (to be organised)	0.07	5.00	1.24	5.00	5.00
(k)	Publication (including News Letter)	3.30	10.00	7.30	10.00	15.00
(l)	Membership Fee	0.15	0.50	0.05	0.50	1.00
(m)	Short term academic visit to IITR	-	2.00	0.01	2.00	2.00
	Grand total	128.84	216.50	135.31	216.5	270.00

Note: for 2004-05**Research Projects**

An estimated allocation of Rs 30.00 lakh is proposed.

This is in accordance with the decision of the Finance Committee and BoG held on 11 Oct 2003 that a separate budget head be created as faculty initiation grant. The Chairman, BoG, may grant an amount up to Rs 10.00 lakh based on the merits of the project proposals to existing/ new faculty out of this budget head, for attracting and retaining outstanding faculty. Since 10 such projects could be granted other modes of fund diversion are being proposed.


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B: Schedule of Miscellaneous Expenses
(Non-Plan Budget Estimates)

Rs. in lakhs

Sl. No.	Head of expenditure	As per actuals 2002-03	Current Year 2003-04			Budget Estimates 2004-05
			Budget Estimates	Exenditure upto 31 Dec 2003	Revised Estimates	
1	Contingencies	14.35	16.00	7.14	16.00	22.00
3.	Staff Welfare (Faculty Perks)	21.88	40.00	14.51	40.00	45.00
4.	Transport	8.11	12.00	3.96	12.00	15.00
5.	Legal Expenses	6.56	10.00	8.06	10.00	16.00
6.	Postage	2.52	5.00	1.26	5.00	5.00
7.	Uniforms & Liveries	7.17	17.00	12.72	17.00	19.00
8.	Entertainment	0.37	1.00	0.98	1.00	2.00
9.	Guest House	1.50	4.00	2.32	4.00	8.00
10.	Audit Charges	-	2.00	-	2.00	3.00
11.	Telephones	14.87	20.00	13.22	20.00	20.00
12.	Printing & Stationery	7.09	8.00	4.11	8.00	9.00
13.	Advertisement	1.19	2.00	1.90	2.00	5.00
14.	Repair & Maintenance-Office Equipment	4.64	6.00	3.37	6.00	6.00
15.	Replacement of old furniture	15.00	20.00	14.66	20.00	20.00
	Total	105.25	163.00	88.21	163.00	195.00

BUDGET ESTIMATES – 2004-2005 (PLAN)

Rs. in lakhs

Sl. No	Head of expenditure	Actual Expendr. 2002-03.	Current Year 2003-04		Revised estimates 2003-04	Budget Estimates 2004-05
			Budget Estimates	Expenditure upto 31 Dec 2003.		
1.	Equipment:					
(i)	New equipment and Replacement of obsolete equipment & modernization of laboratories	705.67	1234.53	505.04	1234.53	1400.00
(ii)	Equipment for new deptt. • Information Technology/ NPTEL • Placement cell	5.20	100.00	0.40 0.66	100.00	130.00
(iii)	Equipment for new program • New M.Tech. etc. • NMR	-	100.00 *500.00	0.37 *500.00	100.00	200.00
(iv)	Office equipment / Automation/ Computerization of office functions	96.33	150.00	40.24	100.00	100.00
		807.20	1584.53 + *500.00	1046.71	1534.53	1830.00
2.	Upgradation of Computing facilities	298.52	200.00	51.53	200.00	350.00
3.	Upgradation of networking & multimedia facilities	91.96	400.00	238.75	373.00	350.00
4.	Strengthening of library	173.30	166.20	134.77	166.20	200.00
5.	Staff/ student Amenities (other than buildings) a. Hospital b. DoSW (clubs & sports) c. Dairy	19.73	150.00	2.46	50.00	100.00
	Total	583.51	916.20	427.51	789.20	1000.00
6.	Renovation / Extension of Buildings (including support services)					
(i)	Academic & Administrative Buildings	724.74	700.00	2105.04	950.00	700.00
(ii)	Residential buildings	473.91	800.00		1100.00	250.00
(iii)	Student's hostels and amenities	538.46	250.00		250.00	180.00
(iv)	Guest house, Comm. Centre	107.90	100.00		200.00	400.00
(v)	Modernisation of Convocation Hall	-	-	-	-	200.00
(v)	Development of G. Noida Campus	138.33	-	-	-	200.00
	Total	1983.34	1850.00	2105.04	2500.00	1930.00
	Grand total	3374.05	4823.73 + *500.00	3579.26	4823.73	4760.00

* carry forwarded to 2003-04, L/C opening in process

Note for 2003-04

- Grants received : Rs 1000.00 lakh
- Required from MHRD: Rs 3823.73 lakh


11 FEB 2004