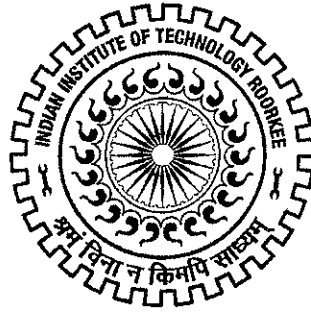


वित्त समिति
की तीसवीं बैठक का कार्यवृत्त
**MINUTES OF THE 30TH MEETING
OF THE FINANCE COMMITTEE**

27 नवम्बर 2012
27TH NOVEMBER 2012



भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की – 247 667 (भारत)

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



Lt. Col A K Srivastava (Retd)
Registrar

भारतीय प्रौद्योगिकी संस्थान रुड़की

रुड़की-247 667, उत्तराखण्ड, भारत

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सं० भा० प्रौ० सं० रु० / एम० एस० / 30^{वीं} एफसी /

No. IITR/MS/30th FC/ **8025**

दिनांक: 26 दिसम्बर 2012

Dated 26th December 2012

All Members of the Finance Committee
Indian Institute of Technology Roorkee

Sub: Minutes of the 30th Meeting of the Finance Committee of the Indian Institute of Technology Roorkee held on 27th November 2012.

Kindly find enclosed the minutes of the 30th Meeting of the Finance Committee of the Institute, which have been duly approved by the Chairman, Board of Governors.

It is requested that comments, if any, on the above referred minutes may kindly be sent to the undersigned within 15 days. If no comments are received within this period, it will be presumed that you agree with the minutes as recorded, and action would be initiated to implement the same.

Encl: As above

(अनिल कुमार श्रीवास्तव)

(A.K. Srivastava)

Lt. Col. (Retd)/ले० कर्नल (सेवानिवृत्त)

कुलसचिव एवं सचिव, अभिशासक परिषद्

Registrar & Secretary, BoG

26 DEC 2012

भारतीय प्रौद्योगिकी संस्थान रुड़की
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
रुड़की-247 667 / ROORKEE - 247 667



वित्त समिति की 30^{वीं} बैठक का कार्यवृत्त
MINUTES OF THE 30th MEETING OF THE FINANCE COMMITTEE
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भारतीय प्रौद्योगिकी संस्थान रुड़की
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
रुड़की – 247 667 / **ROORKEE – 247 667**



वित्त समिति की दिनांक 27 नवम्बर 2012 को नई दिल्ली में पूर्वान्ह 10.00 पर आहूत 30^{वीं} बैठक का कार्यवृत्त।

Minutes of the 30th Meeting of the Finance Committee held on 27th November 2012 at 10.00 A.M. at New Delhi.

उपस्थित / PRESENT:

- | | |
|--|-------------------|
| 1. Mr. Analjit Singh | Chairman |
| 2. Prof. Pradipta Banerji, Director, IIT Roorkee | Member |
| 3. Mr. Amit Khare, IAS, Joint Secretary, MHRD | Member |
| 4. Mr. Navin Soi, Director (F), MHRD | Member |
| (Representing Jt. Secretary & Financial Advisor, MHRD) | |
| 5. Mr. R.S.T. Sai, Chairman & MD, THDC Ltd., Rishikesh | Member |
| 6. Prof. Ravi Bhushan, IIT Roorkee | Member |
| 7. Prof. Pradeep Kumar, Dean (F&P), IIT Roorkee | Member |
| 8. Prof. Harsha Sinhal, Dy. Director, IIT Roorkee | Permanent Invitee |
| 9. Lt. Col. (Retd.) A.K. Srivastava, Registrar | Secretary |

At the outset, the Chairman welcomed the members to the 30th meeting of the Finance Committee.

The agenda was then taken up.

Item No.30.1: Confirmation of the minutes of the 29th meeting of the Finance Committee held on 26th May 2012.

1.1 The Finance Committee **noted** that the minutes of the 29th meeting of the Finance Committee held on 26.05.2012, were circulated to all the members of the Finance Committee (vide letter No. IITR/MS/29th FC/7576 dated 18th June 2012) for their comments, and that no comments were received.

1.2 The Finance Committee then **confirmed** the Minutes of the 29th Meeting.

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Item No.30.2: Report of Actions Taken on the Minutes of the 29th Meeting of the Finance Committee held on 26th May 2012.

2.1 The Finance Committee **considered** the Actions Taken on the Minutes of the 29th meeting of the Finance Committee held on 26th May 2012.

2.2 The Finance Committee **noted** the actions taken as reported.

Item No.30.3: Reporting about the Annual Account/Balance Sheet for the F.Y. 2011-12.

The Finance Committee **noted** that the Chairman, Board of Governors on behalf of the Board of Governors had approved the Balance Sheet/Annual Accounts for the Financial Year 2011-12 (**Appendix 'A'**) and that the same were audited by the Audit Party of the Principal Accountant General (Central), Lucknow, Branch at Allahabad, from 18.9.2012 to 30.9.2012. The Audit Certificate is awaited.

Item No.30.4: Revision of reimbursement ceiling for residential telephone/mobile phone/broadband/data card use to Group 'A' staff and Faculty.

4.1 The Finance Committee **considered** the issue related to revision of the reimbursement ceiling for the residential telephone/mobile phone/broadband/data card use, to the Group 'A' Staff and Faculty members.

4.2 The Finance Committee **recommended** that the maximum monthly reimbursable amount towards charges on residential telephone/mobile phone/broadband/data card use (for internet purposes), be revised as under:

Designation	Ceiling Amount p.m. (Rs.)
Director, IIT Roorkee	2,800/-
Professors in the HAG scale	2,500/-
Professors and equivalent Officers in Pay Band-4 with the Grade Pay of Rs.10,000/- or more.	2,000/-
Associate Professors/Assistant Professors and equivalent Officers in Pay Band-4, with the Grade Pay of Rs.7600/- or more	1,500/-
Other Entitled Group 'A' Officers	800/-

The same will be effective from **1st December 2012**.

Item No.30.5: Revision of the Special Allowances to various functionaries of the Institute.

5.1 The Finance Committee **considered** the revision of Special Allowances payable to various functionaries of the Institute, in order to maintain the parity with the allowances payable to the Deputy Director, Deans, Associate Deans, Chief Wardens, Associate Wardens and the Assistant Wardens.

5.2 The Finance Committee **recommended** that the allowances of certain essential functionaries of the IIT Roorkee be revised as under:

Sl. No.	Position	Revised Allowance
1.	NCC Liaison Officer	Rs.2500/- p.m.
2.	NSS Programme Co-ordinator	Rs.2000/- p.m.
3.	NSS Programme Officer	Rs.1000/- p.m.
4.	Professor-in-Charge Transportation	Rs.2000/- p.m.
5.	Chairman, Dairy	Rs.2500/- p.m.
6.	Dy. Chairman, Dairy	Rs.2000/- p.m.
7.	P.S. to Director	Rs.500/- p.m.

The revision of the above mentioned allowances be implemented with effect from 19.01.2011, i.e. the date from which the revised allowances were paid to the other functionaries i.e. Dy. Director, Deans, Chief Wardens, Wardens etc.

Item No.30.6: Construction of two numbers overhead water tanks each of 500 kilolitres capacity at the Roorkee Campus.

6.1 The Finance Committee **considered** the estimate of Rs.188.02 lacs for the construction of two numbers overhead water tanks each of 500 kilolitres capacity at the Roorkee Campus, as recommended by the Building and Works Committee.

6.2 The Finance Committee **authorised** the Director, Indian Institute of Technology Roorkee to approve the estimate of Rs.188.02 lacs for the construction of two numbers overhead water tanks each of 500 kilolitres capacity at the Roorkee Campus, after getting the design of the tank, the quality of material and the cost of material, vetted in order to ensure good quality.

Thereafter, the Superintending Engineer should obtain specific approval of the Director for going ahead with the proposed work.

Item No.30.7: (a) **Preliminary estimate of Rs.950.00 lacs for the widening and resurfacing of the Roads and the construction of 1500 meter long trench for laying of Telephone and Internet cables at the IIT Roorkee Campus.**

(a) **Preliminary estimate of Rs.71.00 lacs for the resurfacing of the roads at the Saharanpur Campus.**

7.1 The Finance Committee **considered** the above mentioned preliminary estimates.

7.2 The Finance Committee **recommended** that the under-mentioned preliminary estimates for widening and resurfacing of the roads be approved in principle:

(a) Preliminary estimate of Rs.950.00 lacs for the widening and resurfacing of the Roads and the construction of 1500 meter long trench for laying of Telephone and Internet cables at the IIT Roorkee Campus **(Appendix-B).**

(b) Preliminary estimate of Rs.71.00 lacs for the resurfacing of the roads at the Saharanpur Campus **(Appendix-C).**

However, final approval for commencing the work be given by the Chairman, Board of Governors after inspection of samples and consideration of the various alternatives on site.

Item No.30.8: Recommendations dated 31.10.2012 of the Medifare Committee.

8.1 The Finance Committee **considered** the recommendations dated 31.10.2012 of the Medifare Committee.

8.2 The Finance Committee **recommended** that Clause-10 of the Medifare Scheme, be revised as under:

Clause 10: If both husband and wife are employed by IIT Roorkee, either one of them or both can join the Medifare Scheme. In case both join the scheme, they will be treated as independent members and their claims will be settled as per entitlement as independent member. In case of

demise of one, the benefit of its membership shall not be passed on to his/her living spouse.

Item No.30.9: Change in the IIT Roorkee Medical Attendance and Treatment Rules, 2007 (MATR-2007) related to Medical Reimbursement.

9.1 The Finance Committee **considered** the change in the IIT Roorkee Medical Attendance and Treatment Rules, 2007 (MATR-2007) related to Medical Reimbursement.

9.2 The Finance Committee **recommended** that the reimbursement of medical expenses incurred by the patients be made as per the prevailing CGHS rates, including the CGHS rates for super specialities, instead of the current provision of AIIMS rates. These rates will be effective for treatment taken on or after 27th November 2012. Accordingly, the relevant Clause 10(3), 12(3)(c), 12(4) and 15(1) of the Medical Attendance and Treatment Rule – 2007 be revised as under:

10(3) An employee shall have the option to receive treatment at any other hospital, a private clinic/ nursing home instead of the hospital recommended by the AMA as per sub-rules (1) and (2) above. However, in such cases the reimbursement of the expenses will be to the extent chargeable in the recommended hospital, the maximum limit being **the CGHS rates**. Also travelling cost in such a case, if approved by the AMA, shall be reimbursable as per the travelling allowance norms of the Institute, the limit being the travelling cost to the recommended hospital location in the recommended mode of transport.

12(3)(c) The reimbursement of admissible items in respect of in-door treatment will be **done** only after the charges are certified by the AMA of the concerned hospital and the CMO of the Institute hospital subject to the condition that the rate charged for each admissible item does not exceed the limit set by **the CGHS entitlement**; the reimbursement will be at **CGHS** rate, if the rate exceeds the same.

12(4) The reimbursement for tests conducted outside the Institute hospital as recommended by the AMA, shall be made on the basis of actual charges paid by the employee provided that the



same is certified by the treating hospital laboratory affixing its own stamp. However, the reimbursement shall be within the limit of charges approved by the **CGHS**.

- 15(1)** The CMO of the Institute hospital shall obtain and update the medical charges of **CGHS** and other recognized hospitals from time to time. A schedule of such charges may be made available to the Institute employees whenever needed by them at the Institute hospital.

Item No.30.10: Proposal for simplification of Purchase Rules

10.1 The Finance Committee **considered** the Proposal for simplification of the Purchase Rules.

10.2 The Finance Committee **recommended** that the revised Purchase Rules as given at **Appendix 'D'** be approved.

Item No.30.11: Proposal for creation of two posts of Deputy Registrar and six posts of Assistant Registrar on regular basis.

11.1 The Finance Committee **considered** the proposal for creation of two posts of Deputy Registrar and six posts of Assistant Registrar on regular basis.

11.2 The Finance Committee **recommended** that the creation of two regular posts of Deputy Registrar in PB-3 (Rs.15,600-39,100) with Grade Pay of Rs.7600/- and six regular posts of Assistant Registrar in PB-3 (Rs.15,600-39,100) with Grade Pay of Rs.5400/- be approved.

Item No.30.12: Proposal for creation of certain posts for the Estate & Works Division.

12.1 The Finance Committee **considered** the proposal for creation of certain posts for the Estate & Works Division.

12.2 The Finance Committee **recommended** that the proposal for creation of the under-mentioned posts for the Estate & Works Division in the regular cadre be approved:

- (a) Executive Engineer (Civil) - One
Executive Engineer (Electrical/Mechanical) - One



Pay scale (PB-3) Rs.15600-39100 with the grade pay of Rs.6600

- (b) Assistant Executive Engineer (Civil) - One
for Saharanpur Campus.
Pay scale (PB-3) Rs.15600-39100 with the grade pay of Rs.5400
- (c) Junior Engineers/Technical Assistant (Sanitation):
Pay scale (PB-2) Rs.9300-34800 with the grade pay of Rs.4200
 - (i) Junior Engineer (Horticulture) - One
 - (ii) Junior Engineer (Civil) - Three
 - (iii) Junior Engineer (Electrical) - Three
 - (iv) T.A. (Sanitation) - One

12.3 The Finance Committee further **recommended** that the minimum qualifications for the above posts as given at **Appendix 'E'** be approved.

Item No.30.13: Report of the committee for fixation of pay of Mr. Nathu Ram, Sr. Technical Superintendent working in the Institute Hospital, who is due to retire from service on 31st January 2013.

13.1 The Finance Committee **considered** the report of the committee for fixation of pay of Mr. Nathu Ram as on 01.01.2006 in PB-3 (Rs.15600-39100) with a grade pay of Rs.5400 and to revise his Grade Pay as per the MACPS to Rs.6600 in PB-3 w.e.f. 28.06.2009 as the 3rd Financial up-gradation on completion of 30th years of continuous service.

13.2 The Finance Committee **recommended** that the issue be referred to the Ministry of Human Resource Development, Government of India.

Item No.30.14: Implementation of the Report for Rejuvenation of the Administration of IIT Roorkee submitted by Shri D.K.Ghosh, Consultant.

14.1 The Finance Committee **considered** the estimate of cost for different items for implementation of the recommendations for Rejuvenation of the Administration of IIT Roorkee.



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14.2 The Finance Committee **recommended** that:

- (a) The estimate of cost for implementation of different items for Rejuvenation of the Administration of IIT Roorkee as given at **Appendix 'F'** be approved.
- (b) The expenditure be met from the Plan Funds of the Institute. Further, the expenditure other than that required for Computerization, will be met from the non-plan budget of the Institute.
- (c) The Chairman, Board of Governors be authorized to decide the terms and conditions of the Consultant, Shri D.K. Ghosh, on the recommendation of the Director.

Item No.30.15: Proposal for wired Local Area Network (LAN) work in the hostels of the IIT Roorkee and the Technology Block of Saharanpur Campus.

15.1 The Finance Committee **considered** the proposal for wired Local Area Network (LAN) work in the hostels of the IIT Roorkee, and the Technology Block of Saharanpur Campus.

15.2 The Finance Committee **recommended** that the proposal for enhancing the internet connectivity for the students' hostels at the Roorkee Campus and enabling internet connectivity at the newly constructed Technology Bhawan at the Saharanpur Campus be accepted in principle with the proviso that the Institute should invite open competitive bids for the same.

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



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**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE-247667**

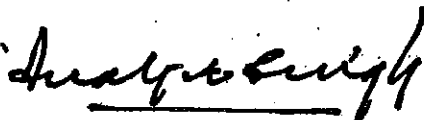
Subject: Approval of Balance Sheet 2011-12 for subsequent audit by CAG auditors.

The Board of Governors in its 7th meeting held on 11.10.2003 resolved (vide resolution No. BG/73/2003) that the Chairman be authorized to approve the Balance Sheet on behalf of Board of Governors for subsequent audit by CAG auditors.

The Balance Sheet for the year 2011-12 as mentioned above is enclosed for the kind approval of the Chairman.

Also enclosed (i) **Balance Sheet 2011-12**, (ii) **Income and Expenditure Accounts 2011-12**, (iii) **Receipt and Payment Account 2011-12** and (iv) **Significant Accounting policies & Notes on Accounts 2011-12** for your kind perusal.

The entire matter shall be reported in the next meeting of the Finance committee and Board of Governors.



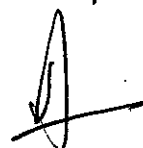

(Pradipta Banerji)
Director

Shri Analjit Singh
Chairman, BoG, I.I.T. Roorkee
Chairman, Max India Limited,
Max House,
1, Dr. Jha Marg, Okhla Phase-III
New Delhi-110020

Encl: As Above

UON/DIR/IITR/

Dated: June 9, 2012


26 DEC 2012

**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE - 247667**

BALANCE SHEET AS AT 31ST MARCH 2012

PARTICULARS	SCH. NO.	CURRENT YEAR		PREVIOUS YEAR	
		AMOUNT (Rs.)	AMOUNT (Rs.)	AMOUNT (Rs.)	AMOUNT (Rs.)
SOURCES OF FUNDS					
CORPUS FUND					
a. Capital Fund	1	6,649,582,205.20		11,966,664,052.75	
b. Institute Development Fund	1A	1,419,329,554.92		1,085,919,908.08	
c. Trusts Fund	1B	177,870,183.40		162,312,540.40	
d. JEE Fund	1C	95,184,633.78		83,098,252.45	
e. JAM Fund	1D	8,849,110.35		23,528,367.15	
f. GATE Fund	1E	88,073,415.26	8,438,889,102.91	79,310,490.38	13,400,833,611.21
CURRENT LIABILITIES & PROVISIONS					
A. Current Liabilities:					
a. Univ. Grant Commission Fund	2A	1,942,999.38		10,221,101.38	
b. Govt. of India Fund	2B	47,558,399.16		54,195,065.16	
c. SRIC Fund	2C	1,610,425,571.60	1,659,926,970.14	1,399,410,351.81	1,463,826,518.35
Unutilised Grant of CSIR A/c			3,307,112.00		
EXPENSES PAYABLE/ OTHER PAYABLES	3	98,372,215.85		95,556,546.00	
PROVISIONS FOR EMPLOYEE'S BENEFITS OBLIGATION		6,384,163,934.00			
SECURITY DEPOSITS	3A-3C	54,532,632.87	6,537,068,782.72	47,676,728.87	143,233,274.87
TOTAL (RS.)			16,639,191,967.77		15,007,893,404.43
APPLICATION OF FUNDS					
FIXED ASSETS	4A-4C		12,429,944,108.80		11,455,100,349.69
INVESTMENTS	5		83,869,000.00		335,970,000.00
CURRENT ASSETS, LOANS & ADVANCES					
A. Current Assets:					
a. Closing Stock of Medicines		429,026.00		559,264.00	
b. Cash & Bank Balances	6A-6C	3,279,205,120.80		2,371,275,366.89	
c. Interest Accrued on Investments		228,598,612.77	3,508,232,759.57	236,426,359.00	2,608,260,989.89
Advances Recoverable in Cash or in Kind:					
a. Advance against Foreign Letters of Credit issued by banks (pending adjustment)	7-7A	679,852,755.00		554,438,896.00	
b. Sundry Advances	8-8B	28,956,743.40		45,786,567.85	
c. Securities	9	8,336,601.00	617,146,099.40	8,336,601.00	608,562,064.85
TOTAL (RS.)			16,639,191,967.77		15,007,893,404.43
SIGNIFICANT ACCOUNTING POLICIES & NOTES TO ACCOUNTS	10				

(Yashveer Singh)
F.C.A., ISA (ICAI)

P. Kumar,
(Pradeep Kumar)
Dean, Fin. & Planning



(Ruman Kumar)
Asstt. Registrar (A & A)

(Anshik Singh)
Chairman, Board of Governors

(G.K. Rastogi)
Dy. Registrar (A&A)

(Pradipta Banerji)
Director

26 DEC 2012

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE-247667

MAIN INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012

PARTICULARS	SCH. NO.	Current Year		Previous Year	
		AMOUNT (Rs.)	AMOUNT (Rs.)	AMOUNT (Rs.)	AMOUNT (Rs.)
INCOME:					
Grant Received from MHRD	1	2,760,000,000.00		2,521,800,000.00	
Less : Grant for Plan Items for acquisition of Assets/ Other Capital Expenditure transferred to and included in Capital Fund PLAN A/C - 273541 (Object Head-35) PLAN OBC A/C - 217041		1,020,000,000.00		760,000,000.00	
			1,740,000,000.00	350,000,000.00	1,411,800,000.00
Other Grants Received	2		38,965,396.00		
Academic/Educational Receipts	3		335,068,372.00		30,599,283.00
Building Income	4		19,844,644.00		269,636,210.59
Interest Income	5		16,900,572.02		21,071,788.00
Examination Receipts [PG AD (M. TECH) - 01-112597]	-		12,705,550.00		12,961,186.00
Conference Receipts	-		8,082,862.80		6,135,762.00
Other Misc. Incomes	6		3,701,112.00		6,842,648.00
TOTAL [A]			2,175,268,508.82		1,764,163,480.59

(Yudhveer Singh)
F.C.A., ISA [ICAI]

P. Kumar
(Pradeep Kumar)
Dean, Fin. & Planning



(Suman Kumar)
Asstt. Registrar (A & A)

(Anajit Singh)
Chairman, Board of Governors

(G. K. Rastogi)
Dy.Registrar (A & A)

(Pradipta Banerji)
Director

26 DEC 2012

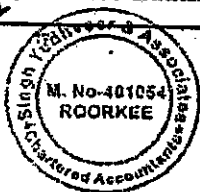
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE-247667

MAIN INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012

PARTICULARS	SCH. NO.	Current Year		Previous Year	
		AMOUNT (Rs.)	AMOUNT (Rs.)	AMOUNT (Rs.)	AMOUNT (Rs.)
EXPENDITURE:					
Establishment Expenses	7				
Departmental Expenses	8		1,144,964,972.00		1,020,754,348.10
Administrative & Other Misc. Expenses:			39,149,768.13		44,591,116.00
A. Educational Expenses:					
(a). Scholarship/ Awards/ Fellowship					
Main A/c No. - 18601					
MCM SCHOLARSHIP - S.A A/c No. - 2929		14,981,561.00		175,049,253.00	
CSIR A/c 43610		34,420,170.00		23,446,310.00	
Plan A/c-273541-(M.Tech/ Ph.D. Fellowship-Object Head-31)		20,806,940.00		15,216,806.00	
National Scholarship A/c - 17184		193,185,790.00			
(b). Other Educational Expenses (Main A/c - 18601)		9,769,025.00		12,843,426.00	
		21,637,225.00	294,800,711.00	11,500,104.00	238,055,899.00
(c). Convocation/symposium/ other function expenses					
National Conference & Symposium (Main A/c - 18601)		3,285,173.00		1,636,314.00	
Convocation and other Function Exp. (Main A/c - 18601)		1,532,554.00		1,359,798.00	
International Conference & Symposium (Main A/c - 18601)		15,243,641.50		8,398,136.35	
Conference Expenses (Conference A/c)		6,176,939.00	26,238,307.50	6,672,347.50	18,066,595.85
(d). Mess Expenses/ subsidy :					
Mess Subsidy (Main A/c - 18601)					
Mess Exp. - CCB A/c (S.A A/c No. - 2929)		16,281,433.00		16,702,574.00	
		90,060,950.00	106,342,383.00	37,503,850.00	54,206,424.00
(e). Contribution for Students Recreational Expenses	9		16,554,600.00		12,362,813.00
(f). Examination Expenses [P.G A.D - M TECH A/C - 112597]			4,638,560.50		3,293,883.00
B. Other Administrative Expenses-					
Bhawan Expenses	10		136,359,927.34		154,307,939.62
S.A A/C-2929		586,200.00		489,000.00	
B.R.P A/C-18602		2,161,500.00	2,747,700.00	5,088,483.00	5,577,483.00
Repair & Maintenance Expenses	11		62,415,405.00		52,873,361.00
Unutilised Grant of CSIR Saperately Shown In Balance Sheet			3,307,112.00		
Trfd. To IDF out of Current Year Savings			257,500,000.00		145,650,000.00
TOTAL [B]			2,095,019,446.47		1,749,739,862.57
Balance being excess of Income over Expenditure [A-B]			80,249,062.35		14,423,618.02
BALANCE BEING SURPLUS/ DEFICIT CARRIED OVER TO CAPITAL FUND			80,249,062.35		14,423,618.02

(Yudhveer Singh)
F.C.A., ISA [ICAI]

(Pradeep Kumar)
Dean, Fin. & Planning



(Suman Kumar)
Asstt. Registrar (A & A)

(Anil K. Singh)
Chairman, Board of Governors

(G. K. Rastogi)
Dy.Registrar (A & A)

(Pradipta Banerji)
Director

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE-247667

MAIN A/C-18601

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012

AMOUNT(RS.) PREV. YEAR	RECEIPTS	AMOUNT(RS.) CURRENT YEAR	AMOUNT(RS.) CURRENT YEAR	AMOUNT(RS.) PREV. YEAR	PAYMENTS	AMOUNT(RS.) CURRENT YEAR	AMOUNT(RS.) CURRENT YEAR
80,466,788.30	Opening Balance:				A. Payments For Revenue Exp.: 1. Establishment Exp.: 1A. Pay & Allowances:		
58,596,555.00	Bank Balance		3,225,026.85		(a). Admn. & Teaching Staff	256,307,331.00	
	Closing Stock of Medicines		859,264.00		(b). Non-Teaching Staff	148,181,637.00	
	As At 01-04-2011				(c). DA Admn. & Teaching Staff	142,659,808.00	
	A. Revenue Receipts:				(d). DA Non-Teaching Staff	77,558,405.00	
1,331,800,000.00	1. Grant Received		1,560,000,000.00		(e). HRA Admn & Teaching Staff	2,058,958.00	
	Non-Plan Grant:				(f). HRA Non-Teaching Staff	6,555,194.00	
	2. Other Misc. Income:-				(g). Other Allowances- Admn & Teaching Staff	11,608,880.00	
753,017.00	Analysis Receipts	735,465.00			(h). Other Allowances- Non Teaching	13,668,456.00	
161,361.00	Misc. Income/Guest House Savings	662,499.00			(i). Faculty Perks	4,295,977.00	
867,636.00	Exam/Transcripts/Thesis Sub. Rects.	1,043,972.00			(j). Liveries	1,634,397.00	
120,000.00	German Language Course Fee	100,000.00			(k). LTC	9,514,539.00	
173,779.00	TBLS Rects.	196,550.00			(l). Bonus	3,387,581.00	
188,828.00	Library Fee/ Library Fine	189,970.00			(m). Children Education allowance	7,707,368.00	
15,817,284.00	Electricity Charges recovered	14,441,717.00			(n). IPF/NPF/NPS Contribution	12,238,674.00	
1,643,387.00	Telephone Charges recovered	1,577,559.00			(o). Medical(Paid during the Year)	27,855,895.00	
14,220.00	Medical Booklet Charges/I.Card/TC	20,466.00			(p). Medical(Decrease in Stock of Medicines)	130,238.00	
6,151.00	Grade Sheet Fee	4,830.00			1B. OTA & Honorarium	2,337,244.00	
91,600.00	Absentia	66,850.00			1C. Pension & Gratuity	265,622,401.00	
3,183,916.00	House Rent	3,507,246.00			1D. Staff Development & HRD/Training	643,882.00	
212,998.00	Water Charges	215,441.00			1E. Stipend / Salary Apprentice	934,302.00	
214,203.00	Meter Charges	102,681.00			1F. Leave Encashment	33,922,021.00	
354,169.00	Hospital OPD	309,852.00			1G. Salary Work Hire & Mustroll	29,816,714.00	
1,262,033.00	NPS Contribution From NPS A/c				2. Departmental Expenses:		
1,200.00	Firm Registration Charges	1,250.00			(a). Civil Engineering Deptt.	2,227,155.00	
27,018.00	Flag Day/RTI Rects.	11,013.00			(b). Elect. Engineering Deptt.	1,888,802.00	
372,178.00	Vehicle Charges	224,417.00	23,411,778.00		(c). Mechanical & Industrial Engg. Deptt.	1,992,864.00	
					(d). Electronics & Comm. Engg. Deptt.	1,963,234.00	
					(e). Arch. & Planning Deptt.	719,996.00	
					(f). MAT & NET Engineering Deptt.	1,202,364.00	
					(g). Chemical Engineering Deptt.	1,400,456.00	
					(h). Earth Quake Deptt.	1,128,484.00	
					(i). Mathematics Deptt.	454,839.00	
					(j). Physics Deptt.	745,604.00	
					(k). Chemistry Deptt.	1,602,945.00	
					(l). Earth Science Deptt.	996,136.00	
					(m). Deptt. of Management Studies	795,383.00	
					(n). Humanities & Social Science Deptt.	281,138.00	
					(o). Library	3,977,612.13	
					(p). Hydrology Deptt.	391,448.00	
					(q). Bio-science Bio-tech. Deptt.	746,125.00	
					(r). Institute Computer Centre	1,120,629.00	
					(s). Water Res. Dev. Training Centre	729,189.00	
					(t). AHEC Deptt.	296,100.00	
					(v). Dean UG/PG	9,576,561.00	
					(w). Estate & Works Deptt.	136,297.00	
					(x). Hospital	1,048,595.00	
					(y). Institute Instrumentation Centre	1,354,745.00	
					(z). Centre for Geotechnology/Geochronology		
					(aa). Disaster Mitigation & Mgmt Centre	62,061.00	
					(ab). Guest House	302,628.00	
					(ac). Hindi Cell	190,416.00	

26 DEC 2012

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE-247667

MAIN A/C-18601

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012

AMOUNT(RS.)	RECEIPTS	AMOUNT(RS.)	AMOUNT(RS.)	AMOUNT(RS.)	PAYMENTS	AMOUNT(RS.)	AMOUNT(RS.)
	3. Other Receipts:						
5,843,693.00	Tender Security Recd.	8,621,943.00		4,577,648.00	(ad). Human Resource Deptt	68,793.00	
700,000,000.00	Temporary Loan from IDF - 43517	205,000,000.00		152,896.00	(ae). Information Superhighway Centre	1,221,373.00	
297,761,080.00	Trfd. from Fee A/c-2929	287,062,380.00		300,047.00	(af). Centre for Transportation	110,742.00	
30,000,000.00	Trfd. from SRIC A/c - 3175			1,196,955.00	(ag). Centre for Nanotechnology	397,488.00	
5,150,000.00	Trfd. from GATE A/c	12,500,000.00		23,684.00	(ah). Other/Finance & Accounts	19,566.00	
22,500,000.00	Trfd. from IIT Mandl A/c			1,004,483.00	(ai). IPR Cell		
656,017.00	Sale of Discarded Fixed Assets	189,015.00			(aj). Telephone Department		
-	Refund from GNEC, Noida	100,000.00		175,049,253.00			39,149,768.13
-	Trfd. From NPS A/c	10,000,000.00		11,500,104.00	3A. Educational Expenses:		
12,500,000.00	Trfd. from JEE A/c	5,000,000.00	528,473,338.00		(a). Scholarship/ Awards/ Fellowship	14,981,561.00	
-	Refund from NBCC		2,500,000.00		(b). Other Educational Expenses	21,637,225.00	36,618,786.00
					3B. Convocation/Symposium/ other function expenses		
					(a). National Conference & Symposium	3,285,173.00	
					(b). Convocation & other Function Exp.	1,532,554.00	
					(c). International Conference & Symposium	15,243,641.50	20,061,368.50
					3C. Mess Expenses/ Subsidy : Mess Subsidy / Exp.		
							16,281,433.00
					3D. Other Administrative Expenses:		
					(a). Printing, Stationery/Publication Exp.	2,924,378.00	
					(b). Telephone Expenses	3,970,560.00	
					(c). Advertisement	1,064,221.00	
					(d). Water, Power & Fuel	65,993,329.00	
					(e). Boarding & Lodging/Entertainment Exp.		
					(f). Institute Security Expenses	16,541,199.00	
					(g). Contingencies	8,406,398.00	
					(h). German Language Course Exp.	151,062.00	
					(i). Legal Expenses	433,256.00	
					(j). Membership & Subscription	921,927.00	
					(k). Postage & Telegram Exp.	314,845.00	
					(l). Travelling & Conveyance Exp.	5,713,122.00	
					(m). Property Tax	382,800.00	
					(n). Journals & Periodicals	1,917,874.00	
					(o). Professional Fees	1,153,280.00	
					(p). Audit Fees & Exp.	239,698.00	110,127,949.00
					4. Repair & Maintenance Expenses:		
					(a). For Equipment	1,524,905.00	
					(b). For Building & Roads	58,572,117.00	
					(c). For Vehicles	871,643.00	
					(d). For Furniture & Fixtures	1,446,740.00	62,415,405.00
					5. Payments-Others:		
					(a). Tender Security Refunded	1,448,656.00	
					(b). Sundry Advances pending	5,695,946.00	
					(c). Grant Trfd. To DPT, Sre.	76,300,000.00	
					(d). Temporary Loan Refunded To IDF A/c	215,000,000.00	
					(e). Trfd. To IDF out of C.V. Savings	257,500,000.00	
					(f). Trfd. To GNEC A/c	5,200,000.00	
					(g). Trfd. To Fee A/c 2929	30,000,000.00	591,144,602.00

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE-247667

MAIN A/C-18601

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012

AMOUNT(RS.)	RECEIPTS	AMOUNT(RS.)	AMOUNT(RS.)	AMOUNT(RS.)	PAYMENTS	AMOUNT(RS.)	AMOUNT(RS.)
					5. Payment of Expenses Payable of Previous Year		
				30,006,762.00	Salary Teaching	38,222,099.00	
				17,053,099.00	Salary Non Teaching	21,134,145.00	
				11,877,077.00	Pension Self	11,212,363.00	
				3,483,934.00	Family Pension	3,432,961.00	
				455,496.00	Salary - Mustroll	640,896.00	
				185,466.00	Telephone Expenses	-	
					Institute Security Expenses	1,466,083.00	
				4,114,463.00	Electricity Expenses	3,377,324.00	79,485,871.00
					6. Payment for IIT Mandi		
				6,498,220.00	(a). Admn. & Teaching Staff	-	
				467,500.00	(b). Non-Teaching Staff	-	
				2,686,583.00	(c). DA Admn. & Teaching Staff	-	
				192,655.00	(d). DA Non-Teaching Staff	-	
				280,898.00	(e). HRA Admin & Teaching Staff	-	
				33,840.00	(f). HRA Non-Teaching Staff	-	
				2,044,451.00	(g). Other Allowances- Admin & Teaching Staff	-	
				332,714.00	(h). Other Allowances- Non Teaching	-	
				3,984,227.00	(i). Other Remuneration	-	
					Amount Payable to IIT, Mandi Now Paid		5,978,912.00
					7. Closing Balance:		
				3,225,026.85	Bank Balance	97,836,384.22	
				559,264.00	Clo. Stock of Medicines	429,026.00	98,265,410.22
					As At 31-03-2012		
2,570,739,111.30	TOTAL		2,118,169,406.85	2,570,739,111.30	TOTAL		2,118,169,406.85

-15-

(YUDHVEER SINGH)
F.C.A., I.S.A [ICAI]



(PRADEEP KUMAR)
DEAN, FIN. & PLANNING

26 DEC 2012

(SUMAN KUMAR)
ASSTT. REGISTRAR (A & A)

(G.K. RASTOGI)
DY. REGISTRAR (A&A)

(PRADIPTA BANERJI)
DIRECTOR

(ANALJIT SINGH)
CHAIRMAN, BOARD OF GOVERNORS

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE - 247667

SCHEDULE-10

SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO ACCOUNTS
ANNEXED TO AND FORMING PART OF FINANCIAL STATEMENTS FOR
THE YEAR ENDING 31ST MARCH 2012.

I. OVERVIEW:

- (1) Indian Institute of Technology, Roorkee has been set up on 21st September 2001 by Gazette Notification of Government of India, Vide the said notification: the erstwhile University of Roorkee (U.O.R.) has been converted into I.I.T.R. With the said conversion, the rules and regulations under the Roorkee University Act, 1947 have been replaced by the Statutes and Ordinances under the Institute of Technology Act, 1961.

Accordingly, all properties, immoveable and moveable, belonging to University of Roorkee have been vested in the I.I.T. Roorkee. Similarly, all Rights and Liabilities of University of Roorkee have been transferred to and are the Rights and Liabilities of the I.I.T. Roorkee as per the provisions laid down in the IITR statute.

- (2) The Institute also provides support to the industry and commercial organizations by way of consultancy-sponsored research. For these purposes the funds are received from the industry as well as other funding agencies, which include both Governmental and non-governmental organizations.
- (3) The Annual accounts of the Institute is prepared on the revised form of Financial Statements for the Central autonomous Bodies (Non - Profit Organizations and similar Institutions) which is suggested by the Ministry of human Resource Development, Department of Secondary Education and Higher education, government of India, Shastri Bhawan, New Delhi vide D.O. No. 2892/JS&FA (HRD)/3/2002 dated 15th March 2002.

As per these formats the following accounts have been prepared:

- (a) Balance Sheet;
- (b) Income and Expenditure Account;
- (c) Receipts and Payments Account.

II. SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO ACCOUNTS:

(1) Basis of preparation of financial statements:

(a) The financial statements have been prepared under Historical Cost convention using Accrual method of accounting.

*(b) The accompanying final statements have been prepared by following "Going concern" concept and conform to the generally accepted accounting policies, except stated otherwise.

(2) The institute is organized into various departments, divisions and centers and accordingly these financial statements include accounting entries of the following department/ centers / units:

- i) Architecture & Planning;
- ii) Bio-Science & Bio-Technology;
- iii) Chemical Engineering;
- iv) Chemistry;
- v) Civil Engineering;
- vi) Earth Sciences;
- vii) Earth Quake Engineering;
- viii) Electrical Engineering;
- ix) Electronics & Computer Engineering;
- x) Humanities & Social Sciences;
- xi) Hydrology;
- xii) Paper Technology;
- xiii) Management Studies;
- xiv) Mathematics;
- xv) Mechanical & Industrial Engineering;
- xvi) Metallurgical & Material Engineering;
- xvii) Physics;
- xviii) Water Resources Development Management;
- xix) Alternate Hydro Energy Centre;
- xx) Institute Computer Centre;
- xxi) Estate & Work Division;
- xxii) Centre for Continuing Education;
- xxiii) Information Super Highway Centre;
- xxiv) Central Library;
- xxv) Q.I.P. Centre;
- xxvi) Sponsored Research & Industrial Consultancy;
- xxvii) Centre for Transportation;
- xxviii) Nano Technology Cell;
- xxix) Centre for Disaster Mitigation & Management;
- xxx) Educational Technology Cell;
- xxxi) Institute Instrumentation Centre;

In addition to the accounting entries of the aforesaid, these financial statements also include revenues / expenditures / Balances of I.I.T. Roorkee's administration, Recreational Centre, Entrance Examinations, Research projects, financial assistance, Employees retirement benefits and other Capital Account transactions etc.

(3) REVENUE RECOGNITION:

- (a) The Institute is fully funded by the Ministry of Human resource and Development (MHRD), Government of India. The Government under two major heads i.e. Plan and Non - Plan releases the Grants - in - aid to the Institute in every financial year.

The aforesaid grants have been accounted for on accrual basis. However, grants for plan items (Object Head-35) (specific nature) have not been considered as revenue income as the same was sanctioned for development purposes, acquisition of assets and for other capital expenditures; and accordingly the same have been clubbed directly with capital fund.

However the Ministry of Human resource and Development (MHRD), Government of India vide its order no. F. No.-20-1/2011-TS.I dt. 25th March 2011 directed that all the scholarship (M. Tech, M.S., and Ph. D) will be released from Plan funds. Accordingly Rs. 18.00 Crore have been received by the Institute under this head (Object Head-31) which have been recognized in the Income & Expenditure account.

- (b) Income of academic section comprising of fee from students, building receipts have been accounted for on the basis of receipts during the Financial Year even if some period of the course extends beyond the Financial Year.
- (c) Interest income has been accounted for on accrual basis. Interest earned by the institute is exempted under Sec 10(23C) (iiib) of the Income Tax Act 1961.

(4) EXPENDITURE:

- (a) The expenses on account of research work (including expenses of capital nature), departmental operating costs, deposit work payments, repair & maintenance expenses have been accounted for in the year in which they are incurred.
- (b) The expenses on account of Pay & Allowances, Pension, Telephone Expenses, and Electricity Expenses have been accounted for on accrual basis. Accordingly provision has been made for the outstanding expenses up to 31st March 2012.

(5) POST EMPLOYMENT BENEFITS TO EMPLOYEES:

- (a) The Institute maintains a separate Bank Account for contribution / subscription (Employer's & Employee's) towards Contributory Provident Fund, General Provident Fund, New Pension Scheme & Medifare Scheme.

Accordingly separate financial statement showing the total fund balance of GPF, CPF, NPS, Medifare and Fixed Deposits/ Investments/Bank Balance made out of G.P.F. A/c, C.P.F. A/c, NPS A/c, Medifare A/c representing the same fund balance have separately been added with the Institute's Balance Sheet as at 31st March 2012.

- (b) Gratuity: Liability towards Gratuity is accounted for on accrual basis as per the provisions of "Accounting Standard-15.
- (c) Pension: Liability towards pension is accounted for on accrual basis as per the provisions of "Accounting Standard-15.
- (d) Leave Encashment: Liability towards leave encashment is accounted for on accrual basis, as per the provisions of "Accounting Standard-15.
- (e) As per the provisions of "Accounting Standard-15 obligation for the employee's post employment benefits is recognized in the financial statements on accrual basis based on actuarial techniques.

Accordingly the Institute has made the provisions for all these liabilities using actuarial techniques based on the report of Actuary as under:-

Value of Obligation for Gratuity	Rs. 37,55,22,104
Value of Obligation for Leave Encashment	Rs. 46,06,83,365
Value of Obligation towards Pension	Rs. 5,54,79,58,465

As this is the first year of adoption of "Accounting Standard-15", hence the aforesaid transitional liabilities have been charged directly from capital fund.

(6) FIXED ASSETS:

- (a) Fixed Assets are valued at historical cost basis, which includes installation charges, custom duty, freight charges and other incidental expenses related thereto. Moreover, there are around two thousand books of rare nature, the value of which cannot be ascertained, but will be taken into account in future after due evaluation.
- (b) Depreciation: As per the Government of India rules applicable to Educational Institutions, fixed assets are not subjected to depreciation and accordingly no depreciation has been charged on fixed assets vide GOI order no. F. 3-16/2002-TS I dt. 4th July 2003.

However on the recommendation of the finance committee the Institute in its 34th meeting of the Board of Governors held on 12th March 2012 passed a resolution for charging of Depreciation on the Assets of the Institute as per the provisions of the Accounting standard-6. Accordingly the same is invariably be implemented from next year onwards.

- (c) As suggested by the AG, Fixed assets acquired from SRIC Accounts have been reflected separately in Schedule-4C.
- (d) Fixed assets acquired from Other Accounts such as JEE, JAM, GATE etc. have been reflected separately in Schedule-4B.

- (e) Physical verification of Fixed Assets pertaining to each department is conducted by the respective departments.

(7) INTERNAL AUDIT SYSTEM:

Indian Institute of Technology, Roorkee has been set up on 21st September 2001 by Gazette Notification of Government of India, Vide the said notification: the erstwhile University of Roorkee (U.O.R.) has been converted into I.I.T.R. With the said conversion, the rules and regulations under the Roorkee University Act, 1947 have been replaced by the Statutes and Ordinances under the Institute of Technology Act, 1961.

Accordingly, all properties, immovable and moveable, belonging to University of Roorkee have been vested in the I.I.T. Roorkee. Similarly, all Rights and Liabilities of University of Roorkee have been transferred to and are the Rights and Liabilities of the I.I.T. Roorkee as per the provisions laid down in the IITR statute.

Accordingly, keeping in view its statute, volume of transactions undertaken, legal framework, the institute is required to maintain an effective internal audit system covering all the transactions (Monetary & non Monetary both) of all the departments/centres/divisions etc. for properly organized and effectively operated Internal Auditing so as to equip the management with a tool to monitor the reliability & the integrity of financial and operating information.

Hence a separate Internal Audit Cell has been established comprising of a dedicated team of Learned Internal auditors.

The team of Internal Auditors is covering the different areas of Finance, Accountancy, Compliance to Govt. Policies & Regulations and Control procedures including purchase procedures.

(8) INVESTMENTS:

- (a) With Banks: Investment in fixed deposits has been recorded at their face value as at 31st March 2012 & has been shown under the head Balance with Banks.
- (b) Other investment has been recorded at their face value as at 31st March 2012.
- (c) Interest Accrued on FDRs up to 31st March 2012 have separately been shown under the head current assets in the Balance Sheet.

(9) FOREIGN CURRENCY TRANSACTIONS:

Transactions denominated in foreign currency are accounted for at the exchange rate prevailing at the date of the transactions. The exchange rate differences arising on foreign currency transactions are recognized as gain/loss in the period in which they arise except the gain / loss relating to the fixed assets which have been adjusted to cost there of. The same is in conformity with the **Accounting Standard - 11** applicable to the Institute as issued by the Institute of Chartered Accountants of India.

- (10) Advances made for Computer/Vehicle/HBA have been reflected separately in the Balance Sheet.
- (11) Advance made out of SRIC accounts have been reflected separately in the Balance Sheet.
- (12) During the year separate financial statements showing the total fund balance of GPF, CPF, NPS, MEDIFARE and Fixed Deposits/ Investments/Bank Balance made out of G.P.F. A/c C.P.F. A/c, NPS A/c, Medifare A/c representing the same fund balance has separately been added with the Institute's Balance Sheet as at 31st March 2012.
- (13) Detail of capital commitments to be executed is as under:-

Sl. No.	Name of Works	Amount (Rs. In Lacs)
1.	Renovation/ Extension of Academic & Administrative Building	100.00
2.	Renovation/ Extension of Hostels	100.00
3.	Renovation/ Extension of Residential Buildings	100.00
4.	Rewiring of Departments/Hostels/Residences	50.00
5.	Widening and relaying of roads	850.00
6.	Furniture	25.00
7.	New 11KV DG Sets 2X155 KVA at Roorkee Campus	500.00
	Total	1725.00

- (14) Previous year figures have been re-grouped and re-arranged wherever considered necessary to conform to the current year classification.

(Yudhveer Singh)
F.C.A., I.S.A.(ICAI)



Suman Kumar
Asst. Registrar (A & A)

(G.K Rastogi)
Dy. Registrar (A & A)

P. Kumar
(Pradeep Kumar)
Dean, Fin. & Planning

(Anajjit Singh)
Chairman, Board of Governors

(Pradipta Banerji)
Director

26 DEC 2012

Road Estimate of IIT Roorkee Campus.

Item No.	Description of Item	Units	Rate	Qty.	Amount in Rs.
16.1	Preparation and consolidation of sub grade with power road roller of 8 to 12 tonne capacity after excavating earth to an average of 22.5 cm. depth, dressing to camber and consolidating with road roller including making good the undulations etc. and re-rolling the sub grade and disposal of surplus earth with lead upto 50 metres.	sqm	61.25	39550	2422437.50
16.3	Providing, laying, spreading and compacting stone aggregate of specific sizes to water bound Macadam (grad II) specification including spreading in inform thickness (for 7.5 cm compacted) hand packing, rolling with 3 wheeled steel/vibration roller 8-10 tones in stages to proper grade and cambeo, applying and booming requisite type of screening/binding materials to fill up the voids of coorgeagg, watering and compacting to required density with stone ballast size.				
16.3.2	63 mm to 45 mm size stone aggregate.	cum	2,024.14	1100	2226554.00
16.3.3	53 mm to 22.4 mm size stone aggregate.	cum	2,272.73	550	1250001.50
16.25	Surface dressing on new surface with paving bitumen of grade VG -10 of approved quality using 2.25 kg of bitumen per sqm with 1.65 cum of stone chippings 13.2 mm nominal size per 100 sqm of road surface including consolidation with road roller of 6 to 8 tonne capacity etc. complete:	sqm	145.80	7050	1027890.00
16.31	Providing and applying tack coat using bitumen emulsion conforming to IS: 8887, using emulsion pressure distributor including preparing the surface & cleaning with mechanical broom.				
16.31.1	With rapid setting bitumen emulsion.				
16.31.2.1	On W.B.M / W.M.M. @ 0.4kg/sqm.	sqm	14.50	5800	84100.00
16.31.2.2	On bituminous surface @ 0.25kg/sqm.	sqm	9.55	186000	1776300.00
16.55	Providing and laying bituminous macadam using crushed stone aggregates of specified grading premixed with bituminous binder, transported to site by tippers, laid over a previously prepared surface with paver finisher :equiped with electronic sensor to the required grade, level and alignment and rolling with smooth wheeled, vibratory and tandem rollers as per specifications to achieve the desired compaction and density, complete as per specifcatons and directions of Engineer-in-Charge.				
16.55.2	50 to 100 mm average compacted thickness with bitumen of	cum	6,149.90	5000	30749500.00
16.56	Providing and laying semi- dense Bituminous				

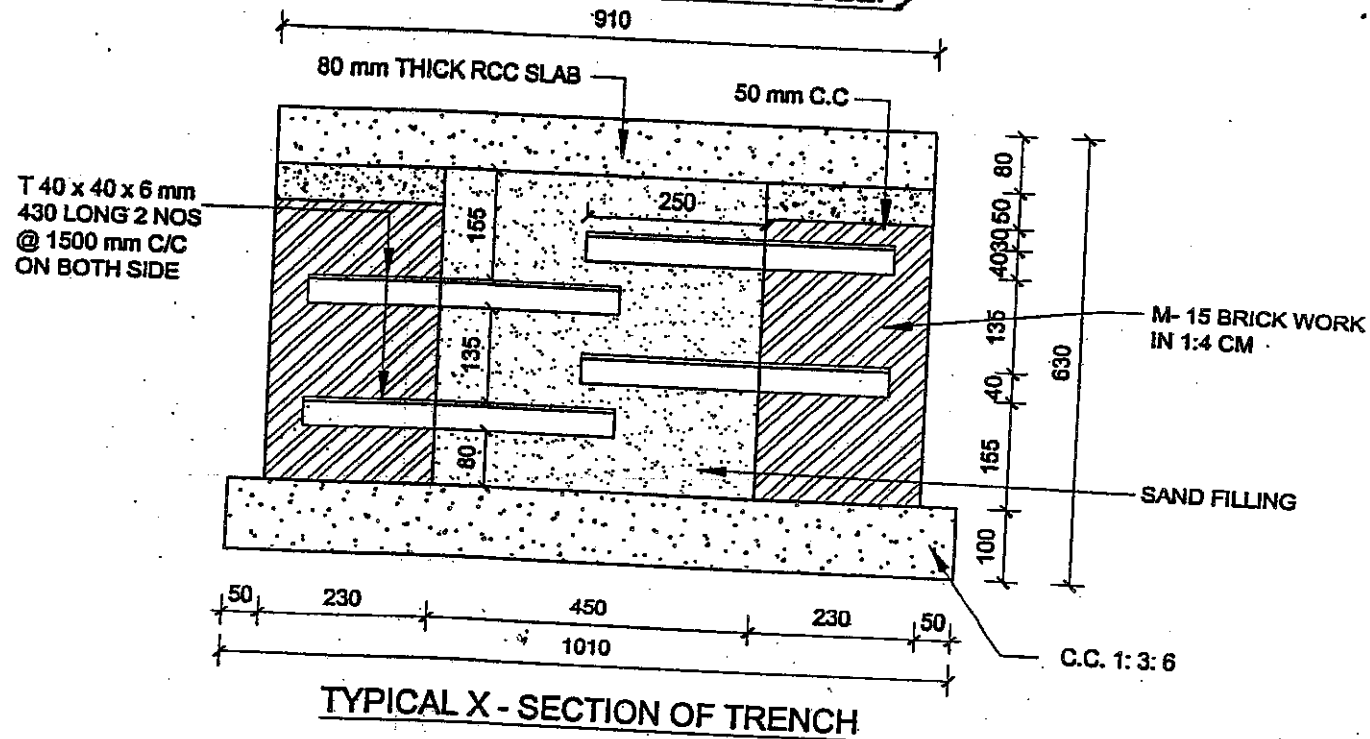
Item No.	Description of Item	Units	Rate	Qty.	Amount in Rs.
	concrete using crushed stone aggregates of specified grading, premixed with bituminous binder and filler, transporting the hot mix to work site by tippers, laying with paver finisher equipped with electronic sensor to the required grade, level and alignment and rolling with smooth wheeled, vibratory and tandem rollers to achieve the desired compaction and density as per specification, complete and as per directions of Engineer-in-Charge.				
16.56.1	25 mm compacted thickness with bitumen of grade VG-30 @5% (percentage by weight of total mix) and lime filler @ 2% (percentage by weight of Aggregate) prepared in Batch Type Hot Mix Plant of 100-120 TPH capacity.	sqm	208.15	98000	20398700.00
16.62	Providing and applying 2.5mm thick road marking strips (retro-reflective) of specified shade/ colour using hot thermoplastic material by fully/ semi automatic thermoplastic paint applicator machine fitted with profile shoe, glass beads dispenser, propane tank heater and profile shoe heater, driven by experienced operator on road surface including cost of material, labour, T&P, cleaning the road surface of all dirt, seals, oil, grease and foreign material etc. complete as per direction of Engineer-in-charge and accordance with applicable specifications.	sqm	505.80	200	101160.00
16.68	Providing and laying 60mm thick factory made cement concrete interlocking paver block of M - 30 grade made by block making machine with strong vibratory compaction, of approved size, design & shape, laid in required colour and pattern over and including 50mm thick compacted bed of fine sand, filling the joints with fine sand etc. all complete as per the direction of Engineer-in-charge.	sqm	536.65	32500	17441125.00
4.1	Providing and laying in position cement concrete of specified grade including the cost of centering and shuttering - All work up to plinth level :				
4.1.5	1:3:6 (1 Cement : 3 coarse sand : 6 graded stone aggregate 20 mm nominal size).	cum	4,024.00	3250	13078000.00
Total Rs.					90555768.00
Cost of trench for 1500 RM for telephone /internet cable					4440810.00
					9,49,96,578.00



Quantity for one running meter of trench for telephone /internet cable.

Item No.	Description of Item	Units	Rate	Qty.	Amount in Rs.
4.1.3	1:2:4 (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size)	cum	4,514.05	0.061	275.36
4.1.5	1:3:6 (1 Cement : 3 coarse sand : 6 graded stone aggregate 20 mm nominal size).	cum	4,024.00	0.101	406.42
2.6	Earth work in excavation by mechanical means (Hydraulic excavator) / manual means over areas (exceeding 30cm in depth. 1.5m in width as well as 10 sqm on plan) including disposal of excavated earth, lead upto 50m and lift upto 1.5m, disposed earth to be levelled and neatly dressed.				
2.6.1	All kinds of soil	cum	129.35	0.636	82.27
6.2	First class Brick work with common burnt clay modular bricks of class designation M-15 in foundation and plinth in:				
6.2.1	Cement mortar 1:4 (1 cement : 4 coarse sand)	cum	3,370.55	0.207	697.70
10.13	Providing and fixing T-iron frames for doors, windows and ventilators of mild steel Tee-sections, joints mitred and welded; including fixing of necessary butt hinges and screws and applying a priming coat of approved steel primer.				
10.13.1	Fixing of 40x40x6 mm T 45 cm. long embedded in cement concrete block 15x10x10 cm of C.C. 1:2:4 (1 Cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size).	kg	73.30	7	513.10
19.19	Providing and fixing in position pre-cast R.C.C. cover of required shape and approved quality				
19.19.1.1	Rectangular shape 1000x850x80 mm	RM	815.77	1	815.77
0983	Fine sand Filling in Trench	cum	640.00	0.203	129.92
				Total Rs.	2920.54
	For 1500 RM x2920.54=4380812.25				4380810.00
	Add extra for 30 Numbers chambers 30x2000=60000.00				60000.00
				Grand total	4440810.00

**PROPOSED TRENCH FOR TELEPHONE / INTERNET CABLE
(SIZE 450 mm WIDE X 450 mm DEEP)**




Road Estimate of IIT Roorkee Saharanpur Campus.

Item No.	Description of Item	Units	Rate	Qty.	Amount in Rs.
16.3	Providing, laying, spreading and compacting stone aggregate of specific sizes to water bound Macadam (grad II) specification including spreading in inform thickness (for 7.5 cm compacted) hand packing, rolling with 3 wheeled steel/vibration roller 8-10 tones in stages to proper grade and cambeo, applying and booming requisite type of screening/binding materials to fill up the voids of coorgeagg, watering and compacting to required density with stone ballast size.				
16.3.2	63 mm to 45 mm size stone aggregate.	cum	2,024.14	90.00	182172.60
16.3.3	53 mm to 22.4 mm size stone aggregate.	cum	2,272.73	42.00	95454.66
16.25	Surface dressing on new surface with paving bitumen of grade VG -10 of approved quality using 2.25 kg of bitumen per sqm with 1.65 cum of stone chippings 13.2 mm nominal size per 100 sqm of road surface including consolidation with road roller of 6 to 8 tonne capacity etc. complete:	sqm	145.80	560.00	81648.00
16.31	Providing and applying tack coat using bitumen emulsion conforming to IS: 8887, using emulsion pressure distributor including preparing the surface & cleaning with mechanical broom.				
16.31.1	With rapid setting bitumen emulsion.				
16.31.2.1	On W.B.M / W.M.M. @ 0.4kg/sqm.	sqm	14.50	560.00	8120.00
16.31.2.2	On bituminous surface @ 0.25kg/sqm.	sqm	9.55	14140.00	135037.00
16.55	Providing and laying bituminous macadam using crushed stone aggregates of specified grading premixed with bituminous binder, transported to site by tippers, laid over a previously prepared surface with paver finisher equiped with electronic sensor to the required grade, level and alignment and rolling with smooth wheeled, vibratory and tandem rollers as per specifications to achieve the desired compaction and density, complete as per specificatons and directions of Engineer-in-Charge.				
16.55.2	50 to 100 mm average compacted thickness with bitumen of specified grade@ 3.50%	cum	6,149.90	637.00	3917486.30
16.56	Providing and laying semi- dense Bituminous concrete using crushed stone aggregates of specified grading, premixed with bituminous binder and filler, transporting the hot mix to				

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Item No.	Description of Item	Units	Rate	Qty.	Amount in Rs.
	work site by tippers, laying with paver finisher equipped with electronic sensor to the required grade, level and alignment and rolling with smooth wheeled, vibratory and tandem rollers to achieve the desired compaction and density as per specification, complete and as per directions of Engineer-in-Charge.				
16.56.1	25 mm compacted thickness with bitumen of grade VG-30 @5% (percentage by weight of total mix) and lime filler @ 2% (percentage by weight of Aggregate) prepared in Batch Type Hot Mix Plant of 100-120 TPH capacity.	sqm	208.15	7070.00	1471620.50
16.62	Providing and applying 2.5mm thick road marking strips (retro-reflective) of specified shade/ colour using hot thermoplastic material by fully/ semi automatic thermoplastic paint applicator machine fitted with profile shoe, glass beads dispenser, propane tank heater and profile shoe heater, driven by experienced operator on road surface including cost of material, labour ,T&P, cleaning the road surface of all dirt, seals, oil, grease and foreign material etc. complete as per direction of Engineer-in-charge and accordance with applicable specifications.	sqm	505.80	125.00	63225.00
16.68	Providing and laying 60mm thick factory made cement concrete interlocking paver block of M -30 grade made by block making machine with strong vibratory compaction, of approved size, design & shape, laid in required colour and pattern over and including 50mm thick compacted bed of fine sand, filling the joints with fine sand etc. all complete as per the direction of Engineer-in-charge.	sqm	536.65	990.00	531283.50
4.1	Providing and laying in position cement concrete of specified grade including the cost of centering and shuttering - All work up to plinth level :				
4.1.5	1:3:6 (1 Cement : 3 coarse sand : 6 graded stone aggregate 20 mm nominal size).	cum	4,024.00	100.00	402400.00
Total Rs.					6888447.56
3% Contg.					2,06,653.43
Grand Total Rs.					7095100.99
Say -					70,96,000.00

Say Rs 71.00 lacs

(J.E. Civil)

Appendix 'D'
(Refers to item No. 30.10 of the
Minutes of the 30th meeting of the FC)

Purchase Rules

Types of Funds

The funds available with the Departments/ Centres/ Offices/ Limbs/ other units (hence forth used Department for all these units) or Faculty are from following grants:

- A) Non-plan Grant
- B) MHRD Plan Grant
- C) Sponsored/ Consultancy Project Grant

The first two categories of grant are available with the Departments and purchases have to be made by the Head of the concerned Department and the last category of grant is available with the faculty as Principal Investigator (PI) of the project and purchases have to be made by the PI. Non-plan grant (DOC) should be used for payment including labour charges and job works (fabrication, repairs, civil and electrical works etc.) and purchase of minor equipment or consumables. DOC should not be used for the purchase of major equipment.

Purchase Committees

All the purchases, irrespective of the nature of the grant, have to be made by the Purchase and Store Rules. Any purchase initiated by any one has to be approved by purchase committee. The following committees are proposed to simplify the purchase process:

1. Departmental Purchase Committee (DPC)
2. Institute Purchase Committee (IPC)
3. Project Purchase Committee (PPC)
4. Special Purchase Committee (SPC)

Each Department / Centre/ other Academic Units like IIC, Library, Hospital etc should have Departmental Purchase Committee (DPC). The DPC consists of five faculty members of the department and appointed by the Head of Department. The HOD will be the chairman of the DPC. The DPC may have external member with the approval of Competent Authority.

For Library and Hospital, the purchase committees will be constituted by the Library Advisory Committee and Hospital Advisory Committee respectively with the approval of Competent Authority.

The IPC consists of seven faculty members covering major departments and areas of purchase for all Departments for the purpose of approval/recommendation of purchases pertaining to the all Departments, except for those cases for which the HODs/ Pls/Officers have specifically delegated powers. The members may be the HODs or any faculty member nominated by the Competent Authority. The committee will also have an additional two members to take care of software purchase in the Institute. Chairman of the IPC will be nominated by the Competent Authority. The **Central Purchase Officer (CPO)** shall act as **Member Secretary** of IPC.

The PPC consists of 3-5 members as proposed by the PI of the project and approved by the Dean (SRIC). The Chairman of the PPC will be nominated by the Competent Authority. The DPC of the concerned department where the project is undertaken, may also act as the PPC, if proposed by the PI of the project.

A **Special Purchase Committee (SPC)** may also be appointed by the Competent Authority on the request of the Department. The Chairman of the SPC will also be nominated by the Competent Authority.

The **DPC/IPC/PPC/SPC** will be empowered to approve purchase within its purview and recommend other cases to the higher body for approval. In case of any difference of opinion in the committee, the matter shall be placed to the Competent Authority for orders, whose decision shall be final.

The meeting of **DPC/PPC/SPC** shall take place regularly and will be called by the Chairman of the committee. However, the IPC should meet as when a purchase case is received within a reasonable duration. The meeting of the IPC will be coordinated by the CPO. If the meeting of the IPC is not held within one month from the date of the receipt of the purchase file in **Central Purchase Office**, the CPO will put-up within one week, all such pending cases before the Competent Authority for approval. If there are any objections/ observations, the CPO will return the file to the department within seven days of the receipt of the file after recording the objections/observations.

The meeting of **DPC/PPC** will always be chaired by the HOD/PI. The meeting of **IPC/SPC** will, in general, be chaired by the Chairman notified. However, in the event of absence of the Chairman of **IPC/SPC**, the senior-most member of the committee as notified may chair the meeting.

Purchase Procedure:

1. Purchase upto Rs.20,000/- against cash may be made without calling quotations and without placing formal purchase orders.
2. Purchase upto Rs.50,000/- against bills may be made without calling quotations and without placing formal purchase orders.



3. All purchases above Rs.50,000/- should invariably be made by inviting quotations either through open tendering, i.e. by publishing the notice atleast in one National Daily, or by sending enquiry letters to firms. In either case it should also be uploaded on the Institute's website.
4. The firms for the purpose of inviting quotations for purchase of materials/ services/ equipment/ instrument etc. will be manufactures or authorized dealers/agents/ stockist / suppliers / service providers or firms undertaking job works.
5. Quotations will be invited by HOD/ PI. If the quotations are invited by sending enquiry letters, it should be ensured that the letters are sent to at least 8-10 firms. Only in cases, where an item is of a very specific nature, the number of letters may be reduced, but should not be less than five.
6. A copy of all purchase enquiry letters/tender notices/pre-qualification tenders will invariably be displayed on the Institute Website and Notice Board of the concerned department and quotations received from firms on the basis of this notice will be considered.
7. Where the total cost of the purchase is estimated to be Rs.25.0 lacs or more, tenders will invariably be invited by HOD/PI through publication of tender notice in at least one National Daily (having foreign circulation) e.g. National Herald, Hindustan Times, Times of India, Indian Express, The Hindu, Economic Times etc. Notices published in any manner should contain the address of Institute's website.
8. Tender notices must also be displayed on the Institute's website as well as tender notice websites. Those downloading the tender document from the website should deposit tender fee while submitting their quotation/tender. EMD should also be submitted along with the quotation/tender.
9. Only those quotations which are received within time, specified in the enquiry letter / tender notice, will be considered.
10. Quotations, if received late from the firm but before the specified date of opening, may be considered only if these bear a clear proof of dispatch at a date earlier than the due date of accepting the quotations at Roorkee.
11. **Black listing** of a firm can be done on the recommendations of the Chairman of IPC/SPC and with the approval of the Competent Authority. The CPO would process all such cases reported by the Departments/ Centres.

Procedure for Inviting Quotations:

The following procedure should be observed for inviting quotations/tenders:



1. In case of inviting quotations by sending enquiry letters, a minimum of 15 days notice should be given.
2. In case of inviting tenders through newspapers at least 21 days notice (after publication of the tender in the newspaper) should be given.
3. The time, place and date on which the tender bids/ quotations will be opened should be specified in the enquiry letters/tender notices to be sent to the firms or published in newspaper with the clear stipulation that they may be present at the time of opening of tenders/quotations, if they so desire.
4. It should be mentioned in the tender notice/ enquiry letter that the rates should preferably be quoted both in words, and figures. All cuttings, overwriting should be duly initialed failing which the quotation/tender/bid is liable to be rejected.
5. The notice inviting tenders/quotations alongwith specifications should also be released simultaneously on the website of the Institute, and the website's address should be stated in the tender notice.
6. The notice inviting quotations of proprietary item(s) through e-mail should also be displayed on the website of the Institute giving a minimum of 15 days time for quotations to be submitted.
7. A soft and hard copy of the tender notice/ enquiry letter should also be sent to the CPO's office for wide publicity.
8. In case of purchase of special/ sophisticated equipment, costing above Rs.25.0 lac, a performance bank guarantee for an amount equal to or more than 5% of the cost price for the duration of the warranty period will be taken from the supplier/Indian Agent.
9. The Earnest Money Deposit (EMD) should be demanded from the firms and should be mentioned against specification of each item/ equipment whose estimated cost is above Rs.25.0 lacs. The amount of EMD will be determined at the time of inviting quotations/tenders, by the Institute on case to case basis, which will be approximately 2% of the estimated cost of the purchase.
10. All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the appropriate Chapters as below:
 - (a) Chapter 1: Instruction to bidders.
 - (b) Chapter 2: Conditions of contract.
 - (c) Chapter 3: Schedules of requirements.
 - (d) Chapter 4: Specifications and allied technical details.
11. While inviting quotations/tenders, specifications should be given in as much detail as possible, but it should be general in nature so that enough number of

firms can quote for the item. Approximate quantities may also be mentioned and the firms should be asked to give samples alongwith the quotations/tenders, wherever possible/necessary. The descriptive literature, if available, should be enclosed with the quotations/ tenders.

12. If the estimated cost of equipment is more than Rs.25.0 lacs, AMC bids for a three year period may also be invited.

13. To maintain uniformity, the format of the enquiry letter, available in the Central Purchase Office be used.

14. All enquires should be sent through speed post, registered post, courier services or through personal local delivery on official peon book as deemed suitable.

Procedure for Opening Quotations:

1. All quotations/tenders received should be kept together locked in a separate quotation/tender box or shelf in the custody of the concerned Head of the Department or the Officer nominated by him till the time of opening.

2. All quotations/tenders received should be duly sealed, addressed to the Head of the Department concerned, clearly marked on the left hand corner of the envelope "Quotations/Tenders for the supply of _____ (name of article to be mentioned) due for opening on _____".

3. In case any quotation/tender is opened by mistake before the due date, it should be immediately sealed by the concerned Head of Department and a note should be made on the cover that "the quotation was opened against enquiry letter No..... by mistake or any other reason (to be recorded). The date of opening should be recorded and postal cover should be retained for record.

4. Preferably the ST/CST number should be given on the quotation of each firm, **however this is not be mandatory.** In case any change towards ST/CST or other statutory levy is claimed by the firm, the registration number for the same should be available on the bill/invoice.

5. In case of purchase of an item of proprietary nature as certified by the manufacturer, the quotations through e- mail/FAX from the manufacturer may be considered. But the proof of e-mail requesting the rate of the propriety item must be placed in the purchase file.

6. Quotations/Tenders will be opened on the prescribed date and time by HOD or his nominee (may be the Officer In-charge of Departmental store), Chairman, FPSC and one representative of CPC, AR/DR. In case of purchase being made out of research/ consultancy projects, the quotations will be opened by HOD or his nominee (may be the



Officer In-charge of Departmental store), Principal Investigator and one representative of CPC, AR/DR. The representatives of firm who have submitted quotations/ tenders may remain present during opening of quotations/ tenders. Erasing and overwriting etc observed at the time of opening of quotations/tenders should be duly initialed by the officers opening the quotations/ tenders, otherwise the tenders/quotations may be treated as invalid. The postal cover should be retained along with the tender/ quotation with signatures of the person/s opening it.

Procedure for Processing the Purchase Cases

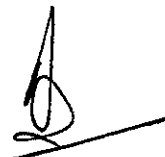
1. Normally there should be a minimum of three valid quotations for any purchase.
2. If the number of quotations received against an enquiry letter/tender notice is less than three, quotations have to be re-invited giving enough number of addresses of firms. However, if the number of quotations received is still less than three, the HOPD/PI should process the purchase on the basis of these quotations with specific justification.
3. If the number of quotations received against open tendering is less than three, the purchase case can be processed through these quotations with specific justification.
4. Procurement from a single source may be resorted to in the following circumstances:
 - (a) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods i.e. the goods to be purchased are proprietary items.
 - (b) The required goods are to be purchased from a particular source and the reason for such decision is to be recorded.
 - (c) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert), the required item is to be purchased only from a selected firm.
 - (d) Any decision in respect of (a), (b), (c) above, may be taken on the recommendations of a Technical Committee appointed by the HOD. This committee may comprise of either internal members or internal and external members. However, the notice regarding the purchase of item(s) of propriety in nature must be put on the Institute's Website giving a minimum time of 15 days to submit quotation.



Processing the Purchase by the DPC

The O.C. purchase/PI will submit their purchase proposals for consideration of the Departmental Purchase Committee. The proposal should contain the following to satisfy all the requirements of the checklist (Appendix-A):

- (a) The provision of funds available for the item being purchased. It should be duly approved by the HOD/ Dean (Finance)/ Dean (SRIC)/ Sponsoring agency mentioned.
- (b) Enquiry letter sent to the firms alongwith the complete specifications of the equipment.
- (c) Signed copy of list of addresses of firms to whom letters have been sent in case of inviting quotations by sending letters to firms and a proof of sending the letters through speed post, courier etc.
- (d) In case of tenders, signed copy of newspaper cutting of the tender notice should be attached.
- (e) Signed copy of notice put on the Institute website.
- (f) All quotations received duly numbered and signed by the persons concerned as specified above.
- (g) Duly completed Comparative Statement indicating the quotations rejected, rates quoted by the firms and the total cost of the item including all taxes, discounts, freight charges etc. The specifications of the item/equipment, as offered by all the firms may be mentioned in the comparative statement. The specifications that are not as per the required specifications (i.e., given in the enquiry letter) may be highlighted in the comparative statement.
- (h) The reason for rejecting a quotation should be clearly specified in the comparative statement. However, a quotation should not be rejected on the ground that any particular specification is not clearly specified in the quotation. The clarification may be sought from the firm before rejecting a quotation.
- (i) In general, all other thing being equal and subject to the rates being reasonable, the lowest quotations/tenders will be accepted. However, for the acceptance of a quotation/tender other than the lowest, full justification should be recorded on the comparative statement by the O.C. purchase.
- (j) Justification for less than three quotations by the Officer who has initiated the purchase, if required.
- (k) Technical committee report by three member committee appointed by HOD/PI in case of propriety item.



(l) Duly filled purchase proposal on prescribed format for the consideration of Departmental purchase committee.

(m) Foreign currency conversions if applicable should be included.

The recommendations of the Departmental Purchase Committee will be considered by the HOD/PI and the final decision will be taken by them.

Processing the Purchase by the IPC/SPC

The Department will submit their purchase proposals for consideration of the IPC/SPC through CPO. The proposal should contain all the points (a) to (m) mentioned above and recommended by the HOD/PI. However, the prescribed format for the Purchase proposal will be different.

Approval of IPC/SPC or of the Competent Authority wherever required would be communicated by the CPO to the concerned Head of the Department/ PI.

Placing the Orders:

1. No formal order is required to be placed for purchases upto Rs.50,000/-.
2. All purchase orders for amounts exceeding Rs.5,00,000/- will be sent to CPO for pre-audit. The proforma for orders above Rs.5,00,000/- (including all taxes) shall clearly mention that **"ORDER WILL BE VALID ONLY WHEN IT IS SIGNED BY BOTH HOD/PI AND CPO"**.
3. A copy of each purchase order exceeding Rs.50,000/- will be endorsed to the CPO at the time of issuing the Purchase Order, and another copy to Account Office.
4. Orders for imported articles will be placed after satisfying the requirement of Government policies/formalities prevailing at that time.
5. Repeat order may be placed subject to the following conditions:
 - (a) Within a period of 120 days of placing the original order or 45 days of receiving supplies against the original order, whichever is later.
 - (b) With no change in rates as well as terms and conditions of supply.
 - (c) For purchases on the basis of inviting quotations but not through a committee.
 - (d) Each department will place not more than one repeat order and the amount or number of items shall not exceed that of the original order.



(e) For supply of commodity items, such as cement, metal, and paper not exceeding Rs.1,00,000/-.

(f) No repeat order will be placed if buy-back is involved in the purchase.

(g) Purchase Orders placed by other IITs may also be considered for placing repeat orders by IITR with the approval of Competent Authority after due diligence study and obtaining a certificate from the sister IIT to the effect that the cost is justified & the equipment is performing satisfactorily.

(h) The Institute Purchase Committee may finalize a rate contract of Personal Computers, Laptops, Computer peripherals, Chemicals, printing or any other item with various manufacturers, so as to offer a wider choice. Different rates may also be approved for any item depending on the specifications and quality of item offered by different manufactures. Tenders/Quotations for this purpose shall be called from manufacturers only.

Delegation of Purchase Powers:

1. Payment for labour charges and job works (fabrication, repairs, civil and electrical works etc.) upto Rs.50,000/- through bill may be made without calling quotations and without placing formal purchase orders by the Principal Investigator for purchases related to consultancy and research project, and by the Head of the Department from funds under his/her operation.

2. Purchase of consumables, computers, peripherals and minor equipment upto Rs.50,000/- through bill may be made without calling quotations and without placing formal purchase orders by the Principal Investigator for purchases related to consultancy and research project, and by the Head of the Department from funds under his/her operation. Further, any faculty member/officer may also make such purchases with the approval of Head of the Department or the Principal Investigator, as applicable.

3. Purchase including services, labour charges and job works (fabrication, repairs; civil and electrical works etc.) through credit at site may also be made above Rs.50,000/- and upto Rs.2,00,000/-. Unless such a purchase is made on the basis of approved rate contract or quotations from Government/Public Sector Undertaking, at least three written or verbal quotations be obtained by a Committee to be constituted as given below:

(a) Committee of at least two faculty members/Category 'A' Staff to be constituted by HOD/PI (for Sponsored Research & Consultancy Projects) for purchases upto Rs.2,00,000/-.

(b) In case, the purchase has to be made beyond Rs.2,00,000/-, the SPC will be appointed as stated above.



The committee will survey the market to ascertain the reasonableness of rate, quality and specifications for the purpose of identifying the appropriate supplier and collect quotations from the probable suppliers and/or manufacturers. The names and addresses of the bidders alongwith rates quoted by them shall be certified by each member of the committee on the Comparative Statement.

Before recommending placement of the purchase order, the members of the committee will record a certificate as under: **"Certified that we, the members of the purchase committee are satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question"**. The committee may also make cash purchase by taking advance. However, purchase in such cases should invariably be made by placing orders.

4. The annual maintenance contract, repair contract, repair work from the manufacturer / manufacturer's authorised supplier, in respect of various equipment in the department, may be entered by the HOD for a maximum of 10% of the equipment cost or Rs.2,00,000/- whichever is less. In all other cases, quotations will be invited and normal purchase rules will apply.

5. The financial powers for a particular purchase order to a specific firm will be as follows:-

(a) Head of the Department / Principal Investigator (for Consultancy/ Research Projects) can approve purchase upto Rs.5,00,000/-, provided that purchase case is based on three valid quotations.

(b) Head of the Department / Principal Investigator (for Consultancy/ Research Projects) can approve purchase above Rs.5,00,000/- and upto Rs.15,00,000/-, provided that purchase case is based on three valid quotations but the purchase order will be Pre-Audited by CPO.

(c) Purchase upto Rs.15.0 lac can be approved by the HOD/PI on the basis of less than three valid quotations under the following cases:

(i) if the quotations have been invited through open tendering, i.e. by publishing the tender notice at least in one National Daily.

(ii) if quotations have been invited at least two times by sending enquiry letters as stated earlier. However, in case of purchase upto Rs.2.0 lac re-inviting quotations is not mandatory.

But in both the above cases, the purchase order will be pre-audited by CPO, if the purchase is being made above Rs.5.0 lac.



(d) In case of any disagreement between HOD/PI and CPC during the Pre-Auditing, the same shall be referred to IPC for final decision which will be binding on both the parties.

(e) As the purchase upto Rs.5,00,000/- is being approved by HOD/PI without Pre-Audit, extra precautions be taken by HOD/PI to ensure that purchase rules are followed properly. Any annual audit objection will be clarified by HOD/PI. In case of any doubt, the purchase file may be sent to IPC.

6. Purchases above Rs.15.0 lac can be approved by the Competent Authority on the basis of recommendations of IPC/SPC.

7. For purchase proposed on the basis of rate contract approved by IIT Roorkee, purchase orders upto Rs.25.0 lac can be approved by the Head of the Department/PI.

8. Any purchase above Rs.25.0 lac can be approved by the Competent Authority on the basis of recommendations of IPC/SPC. In all these cases, pre-audit by the CPO is essential.

9. In case of purchase of sophisticated equipment or any other special purchase, the Department, if so desired, may constitute a sub-committee of at least three members to negotiate with L-1 (lowest firm) regarding rates, discount etc. in the best interest of the Institute.

Payment Procedure:

1. **Payment after receipt of supply in good condition or 100% payment against delivery and satisfactory checking/ installation**

For payment of bills against purchase orders, the original bills duly verified and necessary stock entered alongwith grant code to which the expenditure is to be debited filled up and duly signed by the Head of the Department, should be sent to the accounts office along with a copy of the purchase order within two weeks after the purchase is completed and supply duly checked/installed. The installation certificate and warranty certificate should also be sent alongwith the bill for payment. In case, there is no objection to a particular bill, the Accounts office must make the payment directly to the supplier within one week after the receipt of the bill. The payments will be made by draft/cheque/ bank transfer to the bank account of the supplier or service provider.

2. **100% advance payment against 110% bank guarantee.**

100% advance payment against 110% bank guarantee may be made to the supplier provided such payment term exists in the order. In such cases the accounts office will issue a cheque/draft against proforma invoice in favour of the firm and send it to the concerned Department well in advance.



However, Government firms or public sector undertakings may be exempted from providing the bank guarantee. But for public limited firms having an annual turn-over of Rs. 500 crores or more the requirement of bank guarantee may be waived-off by the competent authority if the payment involved is upto Rs.15.0 lac.

3. Any additional payment on account of revision of taxes/duties may be approved by Head of the Department/PI provided it is as per terms of purchase order.

4. Payment of demurrage upto Rs.20,000/-may be approved by the Head of the Department / PI. For higher amounts approval of the Competent Authority will be required.

5. All vouchers being submitted for payment will be verified by Head of the Department / Principal Investigator/ Faculty member/Staff of Category A.

6. Payment to Foreign Supplier:

(a) All letters of credit will be opened in the name of the Head of the Department against the purchase orders, for which the concerned department will send their request to the accounts office.

(b) Payment can also be made by sight draft/Bank Transfer/ Wire Transfer.

(c) For small purchase from foreign companies upto an equivalent of Indian currency of Rs.1,00,000/-, the advance payment can be made by the Principal Investigator with the approval of Head of the Department and by the Head of the Department with the approval of Competent Authority.

7. Payments to Govt./Public Sector Undertaking/ Organization:

The terms of payment to the Govt./ Public Sector Undertakings/ Organizations/ Company will be as per the terms and conditions given by them in their quotation/ proforma invoice/ rate list/ rate contract. 100% advance can be made to such organizations alongwith the order if it is in the terms and conditions of the said organization.

General Rules:

1. Any relaxation in the purchase regulations shall be made with the prior approval of the Competent Authority.

2. The "buy-back" for purchase through quotation/tender or through rate contract for supply of equipment and systems, including Personal Computers, Refrigerators, Air-conditioners and Xerox Machines etc. is admissible. While inviting quotations/tenders or proposal for rate contract, the supplier/vendor will be asked to quote rates and other



terms for 'buy-back' of existing equipment/systems. However, the following conditions shall apply:

- (a) In case of computers, system should be at least three years old.
- (b) In case of photo-copier machines, a machine should be at least seven years old or five lakh of copies should have been generated on the old machine.
- (c) In case of refrigerators and air-conditioners, they should be at least seven years old.

Note:- Buy-Back shall be initiated on the recommendation of a Departmental Technical Committee constituted by Head of the Department for this purpose.

- 3. Software purchased for teaching/ training/ research should be upgraded regularly so that they remain useful. Hence, all multi-user (more than five user license) software except those purchased under Sponsored Research projects/ Consultancy projects will be deployed centrally at the Institute Computer Centre for wider availability. However, it will be the responsibility of the purchasing department to upgrade such software regularly as long as they are in use by faculty members/students.
- 4. Central Assets Registers for items under the Major Assets and Minor Assets Categories will be separately maintained in Central Purchase Office for the purpose of Stock Verification.
- 5. For the purchase of the books / publication and periodicals by the library and the department/ centres the Institute library advisory committee shall frame and issue the policy and rules from time to time with the approval of Competent Authority.
- 6. The GFR may be applicable if on some point the IITR Purchase Rules are not clear or silent.
- 7. **Competent Authority** means the Director of IIT, Roorkee or Deputy Director, IIT Roorkee to whom the Director delegates the authority. Any matter not covered by these rules may be referred to the Competent Authority.



STORES RULES

CLASSIFICATION OF STORES:

All stores procured shall be classified into following three categories;

- (A) Major Asset (MAS)
- (B) Minor Asset (MIA)
- (C) Consumable Stores (CS)

(A) Major Assets (MAS):

Stores satisfying any one of the following conditions shall be classified as **major Assets**.

- (i) Store which are intended to be used over prolonged periods before becoming unusable and obsolete and costing above Rs.50000/-.
- (ii) Any item which is classified as **Major Assets (MAS)** by the standing committee (as given in clause No. 2) constituted for this purpose.

Examples: Laboratory Equipment costing above Rs.15000/-, Assembled Instruments, Brass Ware, Flower Pots, Lamp Stand etc, Fabricated Instruments, Gas Cylinders, Almirahs Steel, Main frame computers/servers, Work Stations, Motors, Networking Devices, Photocopying Machines, Plot Printers, Multimedia Projectors, Welding Machine, Workshop heavy equipment (Lathe Machines, Drilling & Milling Machines, Power Saw, Wood Working Machines) etc.

(B) Minor Assets (MIA):

Stores may be classified as Minor Assets or "Limited Life Time Assets" for the items with a life of 4-5 years.

Examples: All Laboratory Equipment costing less than or equal to Rs.50000/- (Power supplies, CVTs/CRO etc), type writers, accessories and audiovisual systems, All room fixtures (door closers, blinds, boards, wall/ exhaust fan etc), UPS, Wooden and Steel Furniture (chairs, tables, racks, trolleys, cabinet etc), Battery chargers, Computer Accessories, Cryogenic containers, Cyclostyling machines, Fume Hoods, Modems/hubs (Routers) switches, Personal Computers, Portable Generators, inkjet/laser printer Small portable electrical hand tools (Hand drill, planners, grinders etc), Software, Telephone sets including mobile phones, Vacuum cleaners, desktop, palmtop calculators, etc.



(C) Consumable Stores (CS):

Stores satisfying any of the following conditions shall be classified as Consumable Stores.

- (i) Stores which exhaust with lapse of time.
- (ii) Stores which are rendered unserviceable due to normal wear and tear.
- (iii) Stores which have negligible disposal value. Value of store should be less than Rs 15000/-.

Examples: Chargeable and non chargeable batteries, Chemicals & plastic material, Components installed inside the Cabinet of the Personal Computers (motherboard, RAM, ports, Hard Disk, DVD, PCI cards etc), Electrical items like plugs, tops, switches, fixtures, heater plates etc, Electronic Component like resistors, ICs, LED's, Transistors, Diodes, transformers, soldering iron and solder etc), fabrication materials like Metal sheets, rods, wires, Glass and Quartz ware, Hand Tools (screw drivers, pliers, scissors, tools related to gardening and other tools etc), plant pots, Light sources (bulbs, tubes, laser pointers etc), Optical components like Lenses, Prism, Gratings, filters, optical fibers, patch cord etc, printer consumables (Ribbon, Cartridges etc), Stationery items (papers, cutters, staplers, pens, pencils, alpenes, u-clips, sharpeners, dispensers, pen stands, CD covers etc), tubing (copper, Aluminum, rubber, PVC etc), umbrellas & raincoats, Workshop cutting tools (Bits, hacksaws, blades, drill bits, oil & coolants, files etc), Capacitors, CD ROMs, CDs, Conductivity bridge, Connectors, Curtains, Darri/Carpets & other cloth items, Electric wires / UTP Cables /Optical Fibers, Electrodes, Floppies/pen drives, Handheld water sprayer/sprinkler, Heating mantles, Iron meter, Keyboard, mouse and speakers, Lab. Apparels (shoes, lab coats, goggles, aprons, gloves etc), Magnetic tape, Medicines, Non electrical balance, pH meters, Plastic buckets, Room Heaters and Blowers, Shakers, Small Measuring components and instruments (current/volt/Ohm meters costing less than Rs10,000/-), Stirrer, Table covers, Thermostat, Torch, Water bath, Water distillation glass units, Water distillation stills etc.

NOTE: The Head of the Department may constitute a standing committee to resolve any confusion in classifying the assets not covered above.

General Rules:

1. Stock Registers for all Major Assets, Minor Assets and Consumables should be maintained separately in each Department and kept with the concerned Head of the department.
2. Stock Registers for Major Assets and Minor Assets shall also be maintained separately in each laboratory.
3. Stock Registers (for all Major Assets, Minor Assets and consumable items) for each Project shall be maintained separately (and kept with the concerned Laboratory/



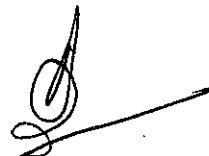
P.I.) but all the assets shall also be entered simultaneously in the departments T & P register.

Store Verification:

The annual verification of all Major and Minor Assets of all laboratories in the Department shall be done by the verifying officer appointed by the Head of the Department and the O.C. laboratory. On recommendations of the O.C's and verifying officers of all laboratories regarding the irrecoverable losses, and losses due to stores lost, or rendered unserviceable due to fair wear and tear the Head of the Department /Centre/ Unit will constitute the committee for survey of unserviceable (Major & Minor Assets) in their respective department. This committee of the Department shall inspect such losses and fix their depreciated value. It will also pin-point responsibility for losses of items found short and shall recommend as to how these are to be made up/paid for by the individuals responsible for the loss. The report of the committee shall be considered by the Department Professorial Committee (DPC) and its recommendations in respect of major assets shall be sent to the Deputy Registrar (Admn.) on Proformas 'A' & 'B' (attached), for consideration by the Institute Technical Committee.

Writing off and disposal of Unserviceable Stores:

- (a) On the recommendation of DPC, the Head of the department may allow writing off the minor assets with intimation to the Deputy Registrar (Administration).
- (b) On the recommendation of DPC, the Head of the department may sent the proposal for writing off the major assets to the Deputy Registrar (Administration).
- (c) The Director shall appoint an **Institute Technical Committee** which shall examine the proformas sent by the Departments etc. and shall recommend the Major Assets which are actually unserviceable /beyond economic repair/beyond local repair, to be considered for writing off, by the Competent Financial authority. The Technical Committee may delete those items which in its opinion, are serviceable or are not beyond local/economic repair. Thereafter, proformas 'A' & 'B' will be forwarded to the Deputy Registrar (Admn.) Office, for consideration by the Competent Financial Authority. The composition of the Technical Committee shall be as under:-
 - (i) One Professor to be nominated by the Director for three years, who shall be the Chairman.
 - (ii) One Faculty member/Officer nominated by the concerned Department/Limb of the Institute for a period of three years.
 - (iii) Two other Faculty Members as members to be nominated by the Director for a period of three years.



(iv) One Faculty Member/Officer as member from outside the concerned Department to be nominated by the concerned Department/Limb of the Institute for a period of three years.

(d) The recommendations of the Institute Technical Committee (ITC) are to be considered by the Competent Financial Authority (CFA) to write off as under:

CFA	Normal Wear & tear , Individual Item Costing (Rs.)	Abnormal Wear & Tear , Individual Item costing (Rs.)
Head of the Deptt.	Upto 15000	Nil
Deputy Director	Upto 100000	Upto 5000
Director	Upto 500000	Upto 10000
Board of Governors	Above 500000	Above 10000

After approval of the Competent Financial Authority, a proper notification for writing off is to be issued by the Deputy Registrar (Administration).

Institute Disposal Committee:

The stores, written off, will be inspected and auctioned by the Institute Disposal Committee (IDC). The committee shall consist of the following members:

- (i) One Professor to be nominated by the Director, who shall be the Chairman for a period of three years.
- (ii) One Faculty member nominated by the concerned Department/Limb of the Institute for a period of three years.
- (iii) A Member Secretary to be appointed by the Director for a period of three years.
- (iv) An Assistant Registrar as the Joint Member Secretary to be appointed by the Director for a period of three years.



Minimum qualification for the post of Executive Engineer (Civil), Executive Engineer (Electrical/Mechanical), Assistant Executive Engineer (Civil), Junior Engineer (Civil)/(Electrical)/(Horticulture) and Technical Assistant (Sanitation).

1. Executive Engineer (Civil)

Pay scale (PB-3) Rs.15600-39100 with grade pay of Rs.6600

Minimum qualification/experience:

Bachelor degree in Civil Engineering or equivalent with 8 years relevant experience in the pay scale of PB -3 grade pay Rs.5400 or Master degree in Civil Engineering or equivalent with 6 years relevant experience. Preferably 1st Division in B.Tech. & M.Tech.

2. Executive Engineer (Electrical/Mechanical)

Pay scale (PB-3) Rs.15600-39100 with grade pay of Rs.6600

Minimum qualification/ experience:

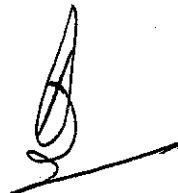
Bachelor degree in Electrical/Mechanical Engineering or equivalent with 8 years relevant experience in the pay scale of PB -3 grade pay Rs.5400 or Master degree in Electrical/Mechanical Engineering or equivalent with 6 years relevant experience. Preferably 1st Division in B.Tech. & M.Tech.

3. Assistant Executive Engineer (Civil)

Pay scale (PB-3) Rs.15600-39100 with grade pay of Rs.5400

Minimum qualification/ experience:

Bachelor degree in Civil Engineering or equivalent preferably first class with 03 years relevant experience.



4. Junior Engineer (Civil)

Pay scale (PB-2) Rs.9300-34800 with grade pay of Rs.4200

Minimum qualification/ experience:

Diploma in Civil Engineering preferably first class with 03 years relevant experience.

5. Junior Engineer (Electrical)

Pay scale (PB-2) Rs.9300-34800 with grade pay of Rs.4200

Minimum qualification/ experience:

Diploma in Electrical Engineering preferably first class with 03 years relevant experience.

6. Junior Engineer (Horticulture)

Pay scale (PB-2) Rs.9300-34800 with grade pay of Rs.4200

Minimum qualification/ experience:

Master's degree in Horticulture/Agriculture with one year of relevant experience.

OR

Bachelor's degree in Horticulture/Agriculture with three years of relevant experience.

7. Technical Assistant (Sanitation)


Pay scale (PB-2) Rs.9300-34800 with grade pay of Rs.4200

Minimum qualification/ experience:

B.Sc. + Diploma in Public Health and Sanitation.

OR

Sr. Secondary School (10+2) in Science Stream + Diploma in Public Health and Sanitation + 03 years relevant experience in a reputed organization.



Appendix 'F'
(Refers to item No. 30.14 of the
Minutes of the 30th meeting of FC)

Estimated Financial Implications for Implementing the Recommendations For Rejuvenating the Administration of the Institute.

Sl. No.	Recommendation	Estimated Expenditure for 2012-13 (four months). Rs. in lacs	Estimated Expenditure for 2013-14 Rs. in lacs	Remarks
1.	Integrated Technology. Development for Management- Total Integrated Computerisation	-	-	This is difficult to estimate at present*.
2.	Leadership Role to be played by the Core group of Officers	5.00	10.00	This training is to be provided by a reputed Management Institute. IIMS Lucknow
3.	(a) Creation of the Personnel Development & Training Cell. (b) Training and retraining by the Cell for all employees (round the year)	1.00 3.00	8.00 15.00	Important Activity
4.	Creation of CD/DVD (a) on the Vision-Mission of IITR and (2) an Impressive document on the brief history, growth, plans and programs for multi-purposes	2.00	11.00	An external agency will be hired for this purpose i.e. (redesigning of office/ work processes)
5.	Creating Modern Ambience to Match Rejuvenation of Administration	3.00	25.00	
6.	Contingencies 10% of the total cost.	1.40	7.00	

* The estimated cost shall be subsequently routed through the FC & BOG for due approval.