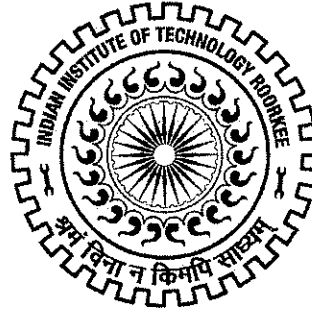


वित्त समिति
की इकतीसवीं बैठक का कार्यवृत्त
**MINUTES OF THE 31ST MEETING
OF THE FINANCE COMMITTEE**

24 जुलाई 2013
24TH JULY 2013



भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की – 247 667 (भारत)

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

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



वित्त समिति की दिनांक 24 जुलाई 2013 को नई दिल्ली में अपरान्ह 03.00 पर आहूत 31^{वीं} बैठक का कार्यवृत्त।

Minutes of the 31st Meeting of the Finance Committee held on 24th July 2013 at 03.00 P.M. at New Delhi.

उपस्थित / **PRESENT:**

- | | |
|--|-------------------|
| 1. Mr. Analjit Singh | Chairman |
| 2. Prof. Pradipta Banerji, Director, IIT Roorkee | Member |
| 3. Ms. Amita Sharma, Additional Secretary(TE), MHRD | Member |
| 4. Mr. Navin Soi, Director (F), MHRD (Representing Jt. Secretary & Financial Advisor, MHRD) | Member |
| 5. Prof. P. K. Ghosh, Dean (F&P), IIT Roorkee | Member |
| 6. Prof. S.P. Gupta, Dy. Director, IIT Roorkee | Permanent Invitee |
| 7. Lt. Col. (Retd.) A.K. Srivastava, Registrar | Secretary |

At the outset, the Chairman welcomed the members to the 31st meeting of the Finance Committee.

The agenda was then taken up.

Item No.31.1: Confirmation of the minutes of the 30th meeting of the Finance Committee held on 27.11.2012.

1.1 The Finance Committee **noted** that the minutes of the 30th meeting of the Finance Committee held on 27.11.2012, were circulated to all the members of the Finance Committee (vide letter No. IITR/MS/30th FC/8025 dated 26th December 2012) for their comments, and that no comments were received.

1.2 The Finance Committee then **confirmed** the Minutes of the 30th Meeting.


03 SEP 2013

Item No.31.2: Report of Actions Taken on the Minutes of the 30th Meeting of the Finance Committee held on 27th November 2012.

2.1 The Finance Committee **considered** the Actions Taken on the Minutes of the 30th meeting of the Finance Committee held on 27th November 2012.

2.2 The Finance Committee **noted** the actions taken as reported, with the following observations:

Item Nos.30.11 & 30.12: The creation of posts is subject to the ratio specified for the Faculty versus the Non Faculty posts.

Item No. 31.3: To consider the Budget proposals of the Institute for the Financial Year 2013-14.

3.1 The Finance Committee considered the Budget proposals of the Institute for the Financial Year 2013-14.

3.2 The Finance Committee **Recommended** that the under mentioned Budget proposals of the Institute for the Financial Year 2013-14, as given at **Appendix 'A'** be approved:

1. Budget proposals for expenditure under Plan Grant (Normal).
2. Budget proposals for expenditure under Non Plan Grant

Item No. 31.4: Reporting of the receipt of Audit Certificate for the F.Y. 2011-12.

4.1 The receipt of Audit Certificate for the Financial Year 2011-12 were reported to the Finance Committee.

4.2 The Finance Committee **noted** that the Audit Certificate for the Financial Year 2011-12 had been received from the Principal Director of Audit (Central) Lucknow, Branch at Allahabad and the same had been approved by the Chairman, Board of Governors for submission to the MHRD (**Appendix 'B'**).

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


03 SEP 2013

Appendix 'A'**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**
Budget - Estimate for Plan Grant
for the Financial Year 2013-14**A. PLAN****(Rs. in lacs)**

| S. No. | Programme | BE 2013-14 |
|---------------|---|-------------------|
| 1 | Development of Laboratory and Central Infrastructure | 10910.89 |
| 2 | Library (Books & Journals), Computing, Networking and Multimedia facilities | 2960.00 |
| 3 | Ph. D and M. Tech Assistantship | 3000.00 |
| 4 | Building and Works | 6129.16 |
| TOTAL | | 23000.05 |


03 SEP 2013

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

Budget - Estimate for Plan Grant
for the Financial Year 2013-14

(Rs. in lacs)

| S. No. | Programme | BE 2013-14 |
|-------------|--|------------------|
| 1 | Development of Laboratory and Central Infrastructure | |
| | (i) Laboratory Equipments in departments | 9,288.89 |
| | (ii) Analytical instruments and facilities for Centres | 200.00 |
| | (iii) Strengthening of Infrastructure for Academics, Educational Technology cell, Training Placement and Industrial Laison | 100.00 |
| | (iv) Hospital & Administrative Establishment, Campus Security, EPABX, Transportation Section | 400.00 |
| | (v) Student Amenities, Hostel Infrastructure and Sports facilities | 922.00 |
| | Sub Total | 10,910.89 |
| 2 | Library Computing, Networking & Multimedia Facilities | |
| | a. Library : Subscription of Books, Print and e-journals in Science & Technology | 1,300.00 |
| | b. Computing, and Multimedia Facilities | 1,600.00 |
| | c. Office Automation & ERP Solution | 60.00 |
| | Sub Total | 2,960.00 |
| 3 | Ph. D and M. Tech Assistantship, PDF | 3,000.00 |
| | Sub Total | 3,000.00 |
| 4(a) | Building & Works- On going Activities | |
| | (i) Sewerage System, STP and Storm Water Drainage, at Roorkee and Saharanpur Campus | 389.10 |
| | (ii) Construction of Multy Activity Centre, Overhead Tank at IIT Roorkee Campus | 570.95 |
| | (iii) Construction of 'A' Cat. Residences at Saharanpur Campus | 145.00 |
| | (iv) HT & LT cable & energy saving fittings | 400.00 |
| | (v) Widening and relaying of roads Roorkee/Saharanpur Campus | 1,195.00 |
| | (vi) New 11 KV DG sets 2X155 KVA at IIT Roorkee Campus | 875.00 |
| | Sub Total | 3,575.05 |
| 4(b) | New Proposed Works: | |
| | (i) Renovation/Extention of Hostels, Residences & Academic & Administrative building & Furniture. | 546.12 |
| | (ii) Sports Activities Saharanpur Campus (Estimated cost Rs. 800 Lacs) | 166.50 |
| | (iii) Rewiring in Deptts./Residencies/hostels and energy saving fittings | 216.45 |
| | (iv) Central A.C. plant for Biotech Deptt. and A.C. For all Faculties | 326.34 |
| | (v) Construction of Married Students Hostel, Transit Faculty Residence, Convention Centre, Guest House, Disaster Mitigation and Management, Electric Sub Station | 1,298.70 |
| | Sub Total | 2,554.11 |
| | Total [4(a)+(b)] | 6,129.16 |
| | GRAND TOTAL (1+2+3+4) | 23,000.05 |


03 SEP 2013

Indian Institute of Technology Roorkee
Budget Estimate for Non Plan Grant for the
Financial Year 2013-14

| SI. No. | Particulars | Budget Estimate 2013-14 |
|---------|--|-------------------------|
| 1 | Salary | 11200.00 |
| 2 | Pension | 3000.00 |
| 3 | Other components (Other than Salary & Pension) | 3365.00 |
| 4 | Non Salary Component | 3441.00 |


03 SEP 2013

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
BUDGET ESTIMATES
Non Plan Grant 2013-14

B. NON-PLAN

Rs. in Lakh

| Sl. No. | Particulars | Budget Estimates 2013-14 | Justification |
|---------|---|--------------------------|--|
| 1 | 3 | 10 | 11 |
| | A. SALARY | | |
| | Faculty | 6800.00 | Salary & Pension Components increased by 20% due to provision of 2DAs+3% increments and Rs. 6.00 crore is added for additional faculty recruitment (Aprox. 50 No.) |
| | Non-Faculty | 4400.00 | |
| | Total Faculty & Non-Faculty | 11200.00 | |
| | B. PENSION | | |
| | Faculty & Non-Faculty | 3000.00 | |
| | C. Other Component (These item should not be included in Salary & Pension indicated above) | | |
| | (i) Leave Encashment | 630.00 | Other Component increased by 15% |
| | (ii) LTC | 350.00 | |
| | (iii) Retirement Benefit | 1100.00 | |
| | (iv) Children Education Allowance | 150.00 | |
| | (v) Contribution to Pension fund | 50.00 | |
| | (vi) Contribution to New Pension Scheme | 165.00 | |
| | (vii) Professional Development Allowance (PDA) (only for Technical Institue) | 430.00 | |
| | (viii) Reimbursement (Telephone & Internet) | 60.00 | |
| | (ix) Medical | 430.00 | |
| | Total (i to ix) | 3365.00 | |
| | D. TOTAL (Salary + Pension + Other Component) i.e. (A+B+C) | 17565.00 | |
| | E. NON SALARY COMPONENT (Item wise details is to be annexed) Annexure-X | | |
| | | 3441.00 | Non Salary Component increased by 10% approx and some components retained same according to Actual expenditure 2012-13 |
| | Total (D+E) | 21006.00 | |


03 SEP 2013

Annexure-X

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

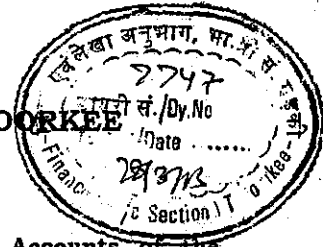
Details of Headwise Non-Salary Component

(Rs. in lacs)

| | | Budget Estimates 2013-14 |
|-----------|---|-----------------------------|
| E | Part -E Non Salary Component | |
| 1 | Traveling Allowance | 110.00 |
| 2 | Security & Other Agencies | |
| | Roorkee Campus | 240.00 |
| | Saharanpur Campus (hostel) | 8.00 |
| | Greater Noida Campus | 64.00 |
| 3 | HRD | 2.00 |
| 4 | Training & Placement | 9.00 |
| 5 | Publication | 7.00 |
| 6 | Membership Fee | 1.50 |
| 7 | Convocation & Other Functions | 24.00 |
| 8 | Advertisement | 15.00 |
| 9 | Transport /Vehicle Maintenance & Opt | 15.00 |
| 10 | Legal Expenses | 10.00 |
| 11 | Postage & Telegram | 2.80 |
| 12 | Guest House | 6.00 |
| 13 | Audit Expenses | 20.00 |
| 14 | Telephones | 35.00 |
| 15 | Printing & Stationery | 18.00 |
| 16 | Contingencies | 90.00 |
| 17 | HINDI CELL | 2.30 |
| 18 | Library | 31.00 |
| 19 | Study Tour | 35.00 |
| 20 | Student Amenities (Including NCC) | 25.00 |
| 21 | SC/ST Student Fee | 46.00 |
| 22 | PG Examinations | 95.00 |
| 23 | UG Examinations | 32.00 |
| 24 | National Conference / Symposium | 3.70 |
| 25 | International National Conference / Symposium | 0.00 |
| 26 | Department Operating Cost | |
| | Roorkee Campus | 330.00 |
| | Saharanpur Campus | 15.00 |
| 27 | FIG | 7.00 |
| 28 | Assistantship/Fellowship/Merit-cum-Means | |
| | Roorkee Campus | 200.00 |
| | Saharanpur Campus | 72.00 |
| 29 | Computerization & Computer Support | 8.00 |
| 30 | Estate Maintenance | |
| | Roorkee Campus | 670.00 |
| | Saharanpur Campus | 31.00 |
| 31 | Electric Maintenance | 150.00 |
| 32 | Power & Fuel | |
| | Roorkee Campus | 928.00 |
| | Saharanpur Campus | 65.00 |
| 33 | Property Tax | 4.20 |
| 34 | Repair & Maintenance of Equipment | 2.50 |
| 35 | Repair & Maintenance of Furniture | 11.00 |
| 36 | Refund Security/etc. | 0.00 |
| | Total of C | 3441.00 |

निदेशक कार्यालय
 कुलशासक कार्यालय
 इण्डियन
 28/3/13

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE-247667



Subject: Approval of the Audit Certificate 2011-12 of Accounts of the Institute

I wish to bring it to your kind attention that the Institute has received the Audit certificate for the Financial Year 2011-2012 from Office of the Principal Director of Audit (Central) Lucknow, Branch at Allahabad, Allahabad. A copy of same is herewith enclosed for your kind perusal and consideration please.

Further, I wish to state that this Audit Report and Certificate of Accounts are to be placed on the table of both the houses of Parliament. Therefore, it is requested that the approval for this Audit certificate of Accounts of the Institute may kindly be accorded.

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

With profound personal regards,

Yours sincerely,

D.R.(ASA)/A.R.(ASA)

[Signature]
 कुलशासक कार्यालय एवं योजना
 Deputy Finance & Planning
 28/3/13
 28 MAR 2013

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

[Signature]
 20/3/13
 Chairman
 BoG, IIT Roorkee

[Signature]
 (S. P. Gupta)
 Actg. Director

Encl: As Above

UON/DIR/IITR/84

Sub: B-Sheet
 for [unclear]

[Signature]
 25/3/13

Dated: March 14, 2013

संक्र. (तेल्लो)
 A.R. (ASA) -8-

[Signature]
 03 SEP 2013

निदेशक कार्यालय

Speed Post

11 निदेशक कार्यालय / Director Office

भा.प्रौ.सं.सं. / IIT Roorkee

डायरी संख्या / Dy. No. 486

दिनांक / Dated 12/3/13

भा.प्रौ.सं.सं.सं.सं.सं.सं.

प्राप्त किया

दिनांक: 12/3/13

कार्यालय प्रधान निदेशक लेखापरीक्षा (केन्द्रीय) लखनऊ, शाखा कार्यालय इलाहाबाद

सत्यनिष्ठा भवन 15 -ए दयानन्द मार्ग इलाहाबाद

हस्ताक्षर / Signature

पत्र संख्या: स्वा0नि0(केन्द्रीय)/पू.ले.प.-32/2012-13/

दिनांक: 3.2013

सेवा में,

सचिव, भारत सरकार,
मानव संसाधन विकास मंत्रालय,
माध्यमिक उच्च शिक्षा विभाग,
शास्त्री भवन, नई दिल्ली - 110001

विषय: वर्ष 2011-12 के लेखों पर आधारित पृथक लेखा परीक्षा प्रतिवेदन।

महोदय,

मैं, भारतीय प्रौद्योगिकी संस्थान रुड़की के वर्ष 2011-12 के लेखों पर आधारित पृथक लेखापरीक्षा प्रतिवेदन (अंग्रेजी) तथा वार्षिक लेखे की प्रति अप्रसारित कर रहा हूँ।

2. कृपया सुनिश्चित करें कि पृथक लेखापरीक्षा प्रतिवेदन एवं सम्बन्धित लेखे संसद के दोनो सदनों के सम्मुख प्रस्तुत हुए।

3. कृपया पृथक लेखापरीक्षा प्रतिवेदन एवं लेखे को संसद के दोनों सदनों के समक्ष अन्तिम रूप से प्रस्तुत करने की तिथि भारत के नियंत्रक एवं महालेखापरीक्षक के साथ-साथ इस कार्यालय को भी सूचित करने का कष्ट करें।

4. कृपया पत्र की प्राप्ति सूचना दें।

संलग्नक: उपरोक्तानुसार।

भवदीय,

उपनिदेशक लेखापरीक्षा (केन्द्रीय)

दिनांक: 06.03.2013

R
6033

पत्र संख्या स्वा.नि.(केँ)/पू.ले.प.-32/2012-13/175

वर्ष 2011-12 के लेखों पर पृथक लेखापरीक्षा प्रतिवेदन (अंग्रेजी) की प्रति निदेशक, भारतीय प्रौद्योगिकी संस्थान रुड़की की आवश्यक कार्यवाही हेतु प्रेषित है। संस्थान यदि आवश्यकता अनुभव करे तो इस प्रतिवेदन का हिन्दी अनुवाद करवा सकता है परन्तु इस प्रतिवेदन के हिन्दी अनुवाद में निम्नलिखित अस्वीकरण (disclaimer) अंकित होना चाहिए:

"प्रस्तुत प्रतिवेदन मूलरूप से अंग्रेजी में लिखित पृथक लेखापरीक्षा प्रतिवेदन का हिन्दी अनुवाद है। यदि इसमें कोई विसंगति परिलक्षित होती है तो अंग्रेजी में लिखित प्रतिवेदन मान्य होगा।"

हिन्दी अनुवाद की एक प्रति इस कार्यालय को भी प्रेषित करने का कष्ट करें।

संलग्नक : उपरोक्तानुसार।

उपनिदेशक लेखापरीक्षा (केन्द्रीय)

D.R.(A&A)/A.R.(A&A)

के.के. चौधरी

12/3

17 MAR 2013

4.3.13

03 SEP 2013

Separate Audit Report of the Comptroller & Auditor General of India on the accounts of Indian Institute of Technology, Roorkee for the year ended 31 March 2012

We have audited the attached Balance Sheet of Indian Institute of Technology, Roorkee (IITR) as on 31 March 2012, the Income & Expenditure Account and Receipts & Payments Account for the year ended on that date under Section 19(2) of the Comptroller & Auditor General's (Duties, Powers & Conditions of Service) Act, 1971 read with Section 23 (2) of the Institute of Technology Act, 1961. These financial statements are the responsibility of the IITR's Management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Separate Audit Report contains the comments of the Comptroller & Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards and disclosure norms, etc. Audit observation on financial transactions with regard to compliance with the Law, Rules & Regulations (Propriety and Regularity) and efficiency-cum-performance aspects, etc., if any, are reported through Inspection Report/CAG's Audit Reports separately.

3. We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on test basis, evidences supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.

4. Based on our audit, we report that:

i. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit;

ii. The Balance Sheet, Income & Expenditure Account and Receipts & Payments Account dealt with by this report have been drawn up in the format approved by the Ministry of Finance, Government of India.

iii. In our opinion, proper books of accounts and other relevant records have been maintained by IITR as required under section 23 (1) of the Institute of Technology Act, 1961 in so far as it appears from our examination of such books.

iv. We further report that :

A. Balance Sheet

A.1 Fixed Assets- ₹ 1242.99 crore

As per Accounting Policy no.6(b) of Schedule 10 'Significant Accounting Policies', Institute had not charged depreciation on fixed assets which is against the guidelines of common format of accounts prescribed by the Government of India. Consequently Depreciation during the year was understated by ₹91.04 crore (As per the rate of depreciation prescribed in IT Act 1961) and fixed assets were overstated by the same amount.

B : Grant in Aid

Out of the grants -in -aid of ₹ 307.26 crore (₹120.33 crore under plan and ₹ 186.93 crore under non plan) received during the year, and taking the opening balances of ₹3.06 crore (₹2.73 crore under plan and ₹ 0.33 crore under non plan), the organization could utilize a sum of ₹ 286.95 crore (₹109.48 crore under plan and ₹177.47 crore under non plan) leaving a balance of 23.37 crore (₹13.58 crore under plan and ₹ 9.79 crore under non plan) as unutilized Grant as on 31 March 2012.



v. Subject to our observation in the preceding paragraphs, we report that the Balance Sheet, Income & Expenditure Account and Receipts & Payments Account dealt with by this report are in agreement with the books of accounts.

vi. In our opinion and to the best of our information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts, and subject to the significant matters stated above and other matters mentioned in Annexure to this Audit Report give a true and fair view in conformity with accounting principles generally accepted in India:

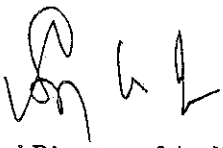
a. In so far as it relates to the Balance Sheet, of the state of affairs of the Indian Institute of Technology, Roorkee as at 31 March 2012; and


b. In so far as it relates to Income & Expenditure Account of the surplus for the year ended on the date.

For and on behalf of the C&AG of India

Place: Lucknow

Date: 04-03-2013


Principal Director of Audit (Central)


03 SEP 2013

Annexure

1. **Adequacy of Internal Audit System.**

System of Internal Audit has not been implemented properly in the Institute in absence of internal audit manual.

2. **Adequacy of Internal Control System.**

Internal Control mechanism in IITR needs to be strengthened.

3. **System of physical verification of fixed Asset**

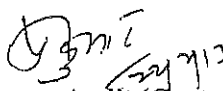
Physical verification of fixed assets has not been carried out in totality as some of the departments did not complete the physical verification.

4. **System of physical verification of stock and inventories.**

Physical verification of stock and inventories was not done in the Institute.

5. **System of regularity in payment of statutory dues.**

Statutory dues were regularly paid by the Institute.


Dy. Director Audit (Central)


03 SEP 2013