

**AGENDA FOR THE
FOURTEENTH MEETING OF FINANCE COMMITTEE
TO BE HELD ON 26.06.2009
AT 11.30 AM
IN THE BOARD ROOM OF THE INSTITUTE
C O N T E N T S**

ITEM No.	PARTICULARS	Page No(s)
ITEM FOR CONFIRMATION OF LAST MEETING'S MINTUES & ITS FOLLOW UP		
F. 14.1	TO CONFIRM THE MINUTES OF 13 TH MEETING OF FINANCE COMMITTEE HELD ON 13.02.2009 AND TO REPORT ACTION TAKEN THEREON	1 – 2
ITEMS FOR CONSIDERATION		
F.14.2	TO CONSIDER ABOLITION OF SANCTIONED NON-FACULTY POSTS UNDER THE DIRECTIONS OF GOVT.OF INDIA, MHRD.	3 – 6
F.14.3	TO CONSIDER APPROVAL OF ANNUAL ACCOUNTS FOR THE YEAR 2008-09 FOR SUBMISSION TO AUDIT.	6 – 7
F.14.4	TO CONSIDER AMENDMENTS TO THE RECRUITMENT RULES OF INSTITUTE EMPLOYEES (NON FACULTY) CONSEQUENT UPON REVISION OF PAY STRUCTURE ON THE RECOMMENDATIONS OF 6 TH CENTRAL PAY COMMISSION.	8 – 9
F. 14.5	TO CONSIDER ENHANCEMENT OF EMOLUMENTS OF PROJECT ASSOCIATES.	9 – 10
F.14.6	TO CONSIDER ENHANCEMENT OF MONTHLY REMUNERATION INCLUDING CONVEYANCE CHARGES OF DR PAWAN KUMAR KANSAL, INSTITUTE PART-TIME MEDICAL OFFICER AND THE PART-TIME DISPENSARY ATTENDANT.	10 – 12

ANNEXURES

I	Enclosure to Item No. F.14.1	13 – 17
II	Enclosure to Item No. F.14.3	18 – 20
III	Enclosure to Item No. F.14.3	21 – 49
IV	Enclosure to Item No. F.14.4	50 – 52
V	Enclosure to Item No. F.14.6	53

ITEM NO. F. 14.1 TO CONFIRM THE MINUTES OF 13TH MEETING OF FINANCE COMMITTEE HELD ON 13.02.2009 AND TO REPORT ACTION TAKEN THEREON.

- (a) The minutes of the 13th meeting of Finance Committee of the Institute held on 13.02.2009 were circulated amongst all of its members vide institute letter No.NITTR/Board/12th-Minutes/45432-4547 dated 26.02.2009 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure-I** (at page No.13 to 17). Since no comments have been received from any of the members, the same may be confirmed as recorded.

FOLLOW UP

- (b) The following items have been noted:

Item No.F.13.1(a) Confirmation of minutes of the 12th meeting of Finance Committee.

Item No.F.13.2 Status report on progress of expenditure under plan, non plan and OBC-OSC scheme during the year 2008-09 (upto third quarter ending 31.12.2008)

Item No.F.13.3 Amendment to the staff service regulations and recruitment rules of the institute employees due to adoption of revised pay structure as per CCS (Revised Pay) Rules, 2008.

Item No.F.13.7 Declaration of goods including equipment, furniture etc. as obsolete or unserviceable.

Against

ITEM NO.F.13.4 TO CONSIDER UPGRADATION OF PAY SCALES OF CERTAIN POSTS IN NITTR, CHANDIGARH ON THE BASIS OF RECOMMENDATIONS OF SIXTH CENTRAL PAY COMMISSION.

The case for upgradation of pay scales of the posts mentioned in the agenda item has been referred to the Government of India, Ministry of

Human Resource Development vide Institute letter No. NITTTR/Estt/1939 dated 28.4.2009. However approval of the Ministry is still awaited.

Against
ITEM NO.F.13.5 **TO CONSIDER CREATION OF POSTS UNDER OBC-OSC SCHEME OF THE CENTRAL GOVERNMENT.**

The case for creation of additional posts under OBS-OSC Scheme as mentioned in the agenda item, has been sent to the Ministry of Human Resource Development vide Institute letter No.NITTTR/ 48757 dated 26.3.2009. However approval of the Ministry is still awaited.

Against
ITEM NO.F.13.6 **TO CONSIDER REVISED TA RULES FOR TRAINEES, PARTICIPANTS, DELEGATES, EXPERTS AND INSTITUTE EMPLOYEES FOR CONDUCTING SHORT TERM COURSES, WORKSHOPS, SEMINARS, CONFERENCES, MEETINGS ETC.**

The case for approval of the proposed honorarium was referred to the Ministry vide Institute letter No. NITTTR/TA Rules/Board/47763 dated 18.03.2009. In response thereto, the MHRD vide their letter No.7-9/2009-TS.IV dated 14.05.2009 has intimated that the IFD has desired that status in respect of honorarium being paid to Experts, Technicians and Coordinators may also be ascertained from other NITTTRs. Accordingly NITTTR, Chandigarh vide letter No.NITTTR/Board/4127-4129 dated 28.05.2009 has requested the NITTTRs Bhopal, Chennai and Kolkata to send the desired information to NITTTR Chandigarh for onward transmission to MHRD. However, the information from other NITTTRs is still awaited.

ITEMS FOR CONSIDERATION.

ITEM NO. F.14.2 TO CONSIDER ABOLITION OF SANCTIONED NON-FACULTY POSTS UNDER THE DIRECTIONS OF GOVT.OF INDIA, MHRD.

The Government of India, Ministry of Human Resource Development had issued instructions vide their OM No. G. 21015/3/93-IF.2 dated 26-05-1993 as advised by the Ministry of Finance, Department of Expenditure vide their letter No. 7(7)-E (Coord)/92 dated 25th January, 1993 regarding 10% cut in sanctioned posts in respect of autonomous organizations under the Ministry of Human Resource Development and to abolish those posts that have been vacant for one year or more.

Subsequently, the Government of India, Ministry of Human Resource Development on the recommendations of Expenditure Reforms Commission (ERC) on Autonomous Institutions issued instructions vide their letter No. F.1-5/2001 TS.IV dated 21-02-2002 to freeze recruitment of staff and impose further adhoc cut of 10% in the total staff strength. These instructions were submitted to the Board of Governors in its 92nd meeting held on 31-05-2002, vide Item No. B.92.8 and it was resolved that in order to achieve the target of 10% cut, the institute may not fill up the vacant non faculty posts at the lowest levels until the target is achieved.

It is further submitted that the Government of India, Ministry of Human Resource Development vide their letter No. F.9-4/2002 TS.IV dated 30th April, 2002 on the view point of IFD, had instructed that the ratio between academic and non academic posts in the institute should be 1:1.5 to 2, as recommended by the ERC and vide their letter No.F.No.19-10/2002-IFD dated 1.5.2003 and No.F.1-7/2000 TS.IV dated 30.12.2003 emphasized for 10% cut and abolition of posts vacant for more than a year. Now as per latest instructions issued by the Government of India, Ministry of Human

Resource Development, vide their letter No. 23-3/08-IFD dated 8th May 2008, the ratio between faculty and non faculty posts is fixed as 1:1.1.

It is further stated that the Government of India, Ministry of Human Resource Development vide their letter No.7-9/2008 TS.IV dated 14th July, 2008 have issued directions to the institute that while filling up the vacant faculty and non faculty posts in the institute, the ratio of faculty to non faculty should be maintained as 1:1.1 and the norms prescribed by the Ministry of Finance be followed. The Board of Governors in its 12th meeting held on 24.10.2008 has resolved vide item No.B.12.1 that the revised ratio of 1:1.1 be maintained.

In pursuance of the above said instructions, the institute, with the approval of the Board of Governors from time to time, has already abolished 59 posts other than faculty posts, which had been vacant for one year or more. Consequently the sanctioned strength of employees in the institute was reduced from 308 to 249.

The sanctioned strength of faculty is 65. Therefore the strength of non-faculty as per the latest prescribed ratio of 1:1.1 comes to 72 only. However, the present sanctioned strength of non-faculty in the institute is 184 against which 157 persons are in position and 27 posts are lying vacant. Out of these vacant posts, eight posts are lying vacant for more than one year.

The Board of Governors in its 93rd meeting held on 18-10-2002, on the recommendations of Finance and Personnel Committee had also resolved that in order to achieve the ultimate target ratio between academic and non academic posts, the Head of the institute may take decision as to which of the vacant posts are to be filled/abolished in future for protecting the institute's interest.

It is also submitted that the Board of Governors of this institute has already decided that no promotional post be abolished so that promotional

avenues for the staff are not curtailed. Therefore, abiding by the decision of the Board of Governors, no promotional post where there is any employee in the feeder cadre is abolished. However, where there is no employee in the feeder cadre for promotional posts, the same may also be abolished.

In view of the factual position stated above, the following posts can be surrendered/abolished as these posts are either required to be filled by direct recruitment, or there is no person in the feeder cadre for promotional posts:

Sr. No	Name of the post proposed to be surrendered / abolished	Pay Scale (Pre Revised)	Revised Pay Band and Grade Pay	No. of Posts	Date from which vacant	Remarks
1.	Technician	4500-125-7000	PB-1 Rs. 5200-20200 GP 2800	05	31.08.2002 31.10.2005 27.07.2007 31.08.2007 17.01.2008	Promotional posts but there is no employee in the feeder cadre. Therefore no promotion is possible against these posts.
2.	Estate Assistant	4500-125-7000	PB-1 Rs.5200-20200 GP 2400	01	21.09.2005	-do-
3.	Data Processing Assistant Grade I	5000-8000	PB-2 Rs.9300-34800 GP 4200	01	14.05.2007	-do-
4.	Laboratory Attendant	3050-75-3950-80-4590	PB-1 Rs.5200-20200 GP 1900	01	31.10.2003	Direct recruitment post
TOTAL				08		

Finance committee may consider the proposal and give suitable recommendations to the Board of Governors for abolition of the above said eight posts.

FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS.

ITEM NO. F.14.3 TO CONSIDER APPROVAL OF ANNUAL ACCOUNTS FOR THE YEAR 2008-09 FOR SUBMISSION TO AUDIT.

The Government of India, Ministry of Human Resource Development, Department of Higher Education, vide their letter No. 19-18/2003-IFD-Vol-II dated 6th May, 2009 (copy enclosed as **Annexure-II** at page No. 18 to 20) have laid down the time schedule for preparation and submission of Annual Accounts to Audit which is to be adhered to by the autonomous organizations. As per this schedule, time limit for preparation/submission of Annual Accounts is as under:

i)	Compilation and completion of Annual Accounts :	By 31 st May
ii)	Approval of Annual Accounts by Finance Committee/Board of Governors :	Before 15 th June
iii)	Submission of Annual Accounts to Audit :	Before 1 st July
iv)	Completion of Audit by Accountant General/CAG and Certificate from Audit :	By 31 st October
v)	Approval of documents by Finance Committee/Board Of Governors :	By 15 th November
vi)	Despatch of Annual Accounts to MHRD :	3 rd week of November

The Annual Accounts of the Institute for the financial year 2008-09 have been prepared and are placed as **Annexure-III** (at page Nos. 21 to 49) for consideration by the Finance Committee and approval by the Board. The Budget provision and actual expenditure under Plan (normal), Plan – OSC / OBC Scheme and Non Plan for the year 2008-09 is as under :

Rupees in lakh

Scheme	Grant received	Expenditure	Remarks
Plan (Normal)	579.00*	375.61	*Rs. 199 lakh received on 9.4.2009 in Institute Account at Canara Bank
Plan-OSC / OBC	744.25	304.14	New posts not yet created. Development work in progress.
Non Plan	722.00**	837.06	** Rs.31.94 lakh received on 9.4.2009.

Under Non Plan, there was a deficit of Rs. 114.66 lakh as on 31.3.2009 vis-à-vis the grant received which has been met out of Institute funds generated as internal resources.

Regular audit of Institute Accounts for 2008-09 has already been conducted by the Principal Accountant General (Audit), Punjab & U.T. Chandigarh from 18.5.2009 to 22.5.2009 but the Audit and Inspection Report is awaited. Audit of annual accounts will be undertaken by the Audit shortly.

THE FINANCE COMMITTEE MAY CONSIDER ANNUAL ACCOUNTS FOR THE YEAR 2008-09 AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS FOR THEIR APPROVAL FOR SUBMISSION TO AUDIT

ITEM NO.F.14.4 TO CONSIDER AMENDMENTS TO THE RECRUITMENT RULES OF INSTITUTE EMPLOYEES (NON FACULTY) CONSEQUENT UPON REVISION OF PAY STRUCTURE ON THE RECOMMENDATIONS OF 6TH CENTRAL PAY COMMISSION.

The Institute has already adopted CCS (Revised Pay) Rules, 2008 with the approval of the Board of Governors accorded vide Item No.B.12.4.1 of their 12th meeting held on 24.10.2008. These have since been implemented as per directions of the Government of India, Ministry of Human Resource Development conveyed vide their letter No. F.23-7/2008 IFD dated 23.10.2008. The adoption has, therefore, necessitated consequent amendments in the recruitment rules of the institute employees. Even the Government of India, Ministry of Personnel and Training vide their OM No AB 14017/61/2008 Estt.(RR) dated 24.3.2009 (copy enclosed as **Annexure-IV** at page No.50 to 52) have decided that steps to amend the existing recruitment rules be undertaken on priority basis. The Institute has already amended recruitment rules by substituting pre-revised pay scales with the new Pay Bands and Grade Pay, change of designations and recruitment/promotion procedure due to merger of pay scales, with the approval of Board of Governors accorded vide Item No. B.13.4.1 of their 13th meeting held on 13.02.2009 (against Item No.F.13.3). However the Department of Personnel and Training vide OM dated 24.03.2009 *ibid*, has prescribed the minimum qualifying service for promotion on the basis of Grade Pay under the CCS(Revised Pay) Rules, 2008. Since the institute has already fixed pay of the institute employees according to CCS(Revised Pay) Rules, 2008 in revised Pay Bands and Grade Pay, therefore, it has become necessary to adopt the minimum qualifying service criteria for promotion as issued by the Department of Personnel and Training.

It is, therefore, proposed that the minimum qualifying service criteria for promotion based on Grade Pay issued by the Department of Personnel and Training vide OM ibid may be adopted and recruitment rules for the institute employees be modified accordingly.

THE FINANCE COMMITTEE MAY CONSIDER AND
MAKE SUITABLE RECOMMENDATIONS TO THE
BOARD OF GOVERNORS FOR ITS ADOPTION

**ITEM NO. F. 14.5 TO CONSIDER ENHANCEMENT OF EMOLUMENTS
OF PROJECT ASSOCIATES.**

The Board of Governors of the Institute in its 36th meeting held on 10.11.1983, on the recommendations of Finance & Personnel Committee, had approved the scheme of recruitment of persons as Project Associates for undertaking R & D projects, interalia containing the procedure for recruitment, eligibility criteria including qualifications and experience, conditions of appointment and remuneration payable to such persons. Subsequently the Board of Governors in its 86th meeting held on 10.7.2000, on the recommendations of Finance and Personnel Committee, had fixed the monthly remuneration payable to the Project Associates ranging from Rs.4200/- to Rs.4600/- p.m. with an annual increase of Rs.200/- subject to their satisfactory performance.

Since the remuneration payable to the Project Associates which was fixed approximately nine years back has not been revised so far, therefore, it has become very difficult to hire the services of persons to serve as Project Associates on the existing remuneration, which has become inadequate under the present circumstances.

Keeping in view the difficulties being faced by the institute in the recruitment of *Project Associates* due to inadequate remuneration, the matter was reviewed at the institute level through a duly constituted

committee and on the basis of recommendations of the committee, it is proposed that the monthly remuneration payable to the Project Associates be revised and fixed as under:

Sr. No.	Qualifications	Consolidated remuneration in rupees per month
1.	Project Associate for which qualifications prescribed are ME/M.Tech or equivalent	Rs.12000/- with an annual rise of Rs.350/- subject to maximum of Rs.13050/-
2.	Project Associate for which qualifications prescribed are M.Sc./B.E/B.Tech or equivalent	Rs.10000/- with an annual rise of Rs.300/- subject to maximum of Rs.10900/-
3.	Project Associate for which qualifications prescribed are B.Sc./3 years Diploma in Engg. and Technology or equivalent	Rs.8000/- with an annual rise of Rs.225/- subject to maximum of Rs.8675/-

As the amount payable to the Project Associates is consolidated remuneration, therefore, no other financial benefit, in any shape, will be payable to the Project Associates.

THE FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS

ITEM NO. F.14.6 TO CONSIDER ENHANCEMENT OF MONTHLY REMUNERATION INCLUDING CONVEYANCE CHARGES OF DR PAWAN KUMAR KANSAL, INSTITUTE PART-TIME MEDICAL OFFICER AND THE PART-TIME DISPENSARY ATTENDANT.

The institute is running a part-time Dispensary in its premises to meet with the medical requirements of students, trainees and employees. A part-time qualified Medical Officer and a part-time

Dispensary Attendant are engaged for the purpose. Presently Dr Pawan Kumar Kansal who is MBBS, MD(Medicine) with an experience of about 25 years, is the part-time Medical Officer of the Institute. He is a Cardiologist and Physician and working in the Mukut Hospital which is a CGHS recognized hospital at Chandigarh.

The Board of Governors of the institute, on the recommendations of Finance Committee, had decided in its 11th meeting held on 27.06.2008 the following consolidated monthly remuneration for the Medical Officer including conveyance charges and for the Part-time Dispensary Attendant including conveyance charges as under:

1.	Monthly consolidated fee including conveyance Charges of Part Time Medical Officer	Rs.9500/- p.m
2.	Monthly consolidated fee including conveyance charges of Part Time Dispensary Attendant	Rs.2000/- p.m.

Since there is no sanctioned post of Part-time Dispensary Attendant in the institute, therefore the part-time Medical Officer is also requested to arrange a qualified person to work as part-time Dispensary Attendant in the Institute Dispensary. The part-time Medical Officer attends the Institute Dispensary for 1-1/2 hours daily from 2.30 p.m. to 4.00 p.m. alongwith the part-time Dispensary Attendant.

The part-time Medical Officer Dr Pawan Kumar Kansal has requested for enhancement of his monthly consolidated fee and monthly fee of Dispensary Attendant as under:

1.	Monthly consolidated fee of the Part-time Medical Officer including conveyance charges	Rs.15000/- p.m
2.	Monthly consolidated fee of the Part-time Dispensary Attendant including conveyance charges	Rs.3000/- p.m.

A copy of the request of Dr Pawan Kumar Kansal is attached as **Annexure-V** at page No. 53 for perusal.

FINANCE COMMITTEE MAY CONSIDER ENHANCEMENT OF MONTHLY CONSOLIDATED FEE INCLUDING CONVEYANCE CHARGES OF THE PART-TIME MEDICAL OFFICER AS WELL AS PART-TIME DISPENSARY ATTENDANT AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS.
