

**MINUTES OF THE FOURTH MEETING OF THE FINANCE COMMITTEE
HELD ON JANUARY 27, 2006 AT 11.30 A.M. AT NATIONAL INSTITUTE OF
TECHNICAL TEACHERS' TRAINING & RESEARCH (NITTTR)
CHANDIGARH**

The 4th meeting of the Finance Committee was held on January 27, 2006 at 11.30 a.m.
at National Institute of Technical Teachers' Training & Research(NITTTR), Chandigarh.

The following were present:

1. **Mrs Rajesh Kumari,** **Chairperson**
Chairperson, Board of Governors,
National Institute of Technical Teachers'
Training & Research (NITTTR)
CHANDIGARH 160 019
2. **Shri DN Sreenivasappa,** **Member**
Under Secretary,
Ministry of Human Resource Development
representing
Shri Ravi Mathur, IAS,
Joint Secretary (T),
Government of India,
Ministry of Human Resource Development,
Department of Secondary & Higher Education,
Shastri Bhawan,
NEW DELHI 110 001
3. **Dr OP Bajpai,** **Member-Secretary**
Director,
National Institute of Technical Teachers'
Training & Research (NITTTR),
Sector 26,
CHANDIGARH 160 019

The following members could not attend the meeting:

1. **Shri Vickram Jaidka,** **Member**
11, Shivalik Enclave,
NAC Manimajra,
CHANDIGARH



2. **Shri SK Ray,**
Financial Adviser,
Government of India,
Ministry of Human Resource Development,
Integrated Finance Division(IFD),
Department of Secondary & Higher Education,
Shastri Bhawan,
NEW DELHI 110 001

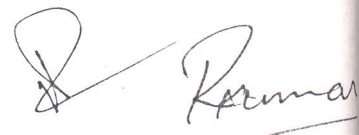
At the outset, Mrs Rajesh Kumari, Chairperson extended warm welcome to the Member Secretary Dr OP Bajpai and other members of the Committee and expressed her deep gratitude towards them for having spared their valuable time for attending the meeting. She then requested Dr OP Bajpai, Director and Member Secretary of the Committee to conduct the proceedings.

Dr OP Bajpai, Director extended warm welcome to the Chairperson and other members of the Committee and conveyed his thanks for sparing their valuable time to attend the meeting despite their busy schedule. Thereafter various agenda items were discussed as under:

ITEM NO.F.4.1 TO CONFIRM THE MINUTES OF THE 3rd MEETING OF THE FINANCE COMMITTEE OF NITTTR CHANDIGARH HELD ON MARCH 16, 2005 AND TO REPORT ACTION TAKEN THEREON.

- (a) The minutes of the 3rd meeting of the Finance Committee held on March 16, 2005 were confirmed as recorded.

While noting the follow up action on the various decisions/recommendations made by the Committee in its 3rd meeting including the pending items of its previous meetings as reported in the agenda, it was further deliberated as under:



Against
ITEM NO.F.2.3

TO CONSIDER AUDIT AND INSPECTION REPORT ON
THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE
YEAR 2003-04.


It was reported to the committee that the case filed against the institute by PUDA is pending in the Court for leading evidence of the plaintiff i.e PUDA. The next date of hearing is fixed on February 06, 2006. The institute has already filed written statement in reply to the plaint. Prof R Subramanian who was the Chief Project Coordinator has been requested to prepare design data, so as to defend the case effectively at the time of pleadings. It was also reported that the gratuity and leave encashment of Prof R Subramanian has been withheld for want of preparation of design data. Prof R Subramanian had filed a Civil Writ Petition in the Punjab & Haryana High Court for release of his gratuity and leave encashment but the same has been dismissed as withdrawn. Prof R Subramanian being the Project Coordinator is required to prepare the design data for getting his gratuity and leave encashment released.

Against
ITEM NO.F.2.4

TO CONSIDER THE ACTION TAKEN BY THE
INSTITUTE REGARDING THE POST GRADUATE
PROGRAMMES.

The efforts of the institute for starting Modular Post Graduate (ME/M.Tech) Programmes alongwith regular Master Degree Programmes were appreciated. This achievement of Modular ME/M.Tech in six subjects of the institute was admired and termed as a milestone not only in the history of the institute but of nation as a whole.

The proposal of the institute for attaining Deemed University status was recommended for approval. It was desired that the institute may take follow up action for attaining the Deemed University status at the earliest possible.


R. Kumari

ITEMS FOR CONSIDERATION:

ITEM NO.F.4.2 TO APPROVE REVISED BUDGET ESTIMATES FOR THE FINANCIAL YEAR 2005-06 AND BUDGET ESTIMATES FOR THE YEAR 2006-07.

The Revised Budget Estimates of the institute for the year 2005-06 amounting to Rs.597.55 lacs under Non Plan and Rs.978.90 lacs under Plan and the Budget Estimates for the year 2006-07 amounting to Rs.683.31 lacs under Non Plan and Rs.987.43 lacs under Plan were considered and recommended to the Board of Governors/Society for approval. The Committee however advised that the institute may explore the possibility of reducing Non Plan expenditure in view of the Block Grant Scheme introduced for the institute.

ITEM NO.F.4.3 TO CONSIDER AND RECOMMEND TO THE BOARD THE INSTITUTE'S REQUIREMENT FOR ADDITIONAL SPACE FOR (i) LECTURE HALL COMPLEX AND (ii) NEW HOSTEL BLOCK.

The institute's proposal for an additional Lecture Hall Complex and a New Hostel Block for the trainees and the students of ME Modular programmes as stated in the agenda item was considered and recommended to the Board for approval. As regards the budgetary requirements for new construction, the same have been included in the Revised Budget Estimates of the institute for the year 2005-06 and Budget Estimates for the year 2006-07 and the same have been recommended for approval under Item No.F.4.2. above. The institute may take necessary steps to construct the new buildings by March 31, 2007.

ITEM NO.F.4.4 TO CONSIDER AND APPROVE THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2004-05.

The Committee recommended that powers to approve and sign the institute accounts for presenting to the Audit Office for audit may be delegated jointly to the Director who is also the Member Secretary of the Board of Governors and the Accounts Officer of the Institute. However audit report on the annual accounts of the institute may continue to



be placed before the Board of Governors/Society invariably for consideration and approval.

ITEM NO.F.4.5 TO CONSIDER AUDIT AND INSPECTION REPORT ON THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2004-05.

The Audit Report(SAR) on the annual accounts of the institute for the year 2004-05 was received from the Audit Office on January 20, 2006. It was recommended that the Member Secretary may prepare reply of the Audit and the Inspection Report and send the same to the Audit Office. However both the Audit and Inspection Reports and replies thereof be placed in the next meeting of the Finance Committee for report.

ITEM NO.F.4.6 TO CONSIDER INTRODUCTION OF BLOCK GRANT SCHEME 2005(NON PLAN) OF GOVERNMENT OF INDIA IN RESPECT OF CENTRALLY FUNDED HIGHER EDUCATION INSTIUTES OF IMPORTANCE.

The Committee considered the proposal of the institute regarding Block Grant Scheme 2005(Non Plan) of the Government of India for the financial year 2005-06 plus the unspent balance under Non Plan as on 31.03.2004 which was merely Rs.6000/-. The Non Plan Grant sanctioned by the Ministry of Human Resource Development during 2004-05 was Rs.490 lac against the expenditure of Rs.585.54 lac. The IRG during the year 2004-05 was Rs.95.67 lac. The Committee also noted the Revised Budget Estimates of the institute (Non Plan) for the year 2005-06 which was Rs.597.95 lac and Budget Estimates for the year 2006-07 which was Rs.683.31 lac. After considering these estimates vis-à-vis the Block Grant of Rs.490.06 lac sanctioned by Ministry of Human Resource Development vide their letter No.F.4-15/2005.TS.IV dated 13.01.2006 there will be a deficit of Rs.107.89 lac during the year 2005-06 and Rs.193.25 lac during the year 2006-07. The Committee also considered the recommendations of the joint meeting of all the four NITTTRs at Bhopal which were placed as Annexure VI with the agenda notes. The apprehensions of all the four NITTTRs that they will not be able to meet with Non Plan


Ramani

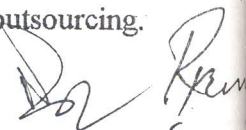
requirements of the institute by way of IRG because of the following reasons were agreed upon:

- (a) Several faculty posts are vacant which are necessarily required to be filled up. If the vacant posts are filled up, the non plan expenditure of the institute will increase by Rs.72 to 75 lac per annum.
- (b) As the institute was started in 1967, therefore, most of the institute employees have reached near superannuation. Therefore expenditure on pensionary and other retirement benefits in the coming years will escalate.
- (c) The status of the institute has recently been upgraded from regional to national level and its scope of work has also been expanded. In order to equip the institute to meet with new requirements, extra money will be required. Introduction of Block Grant Scheme may, therefore, hamper its development.
- (d) The maintenance cost e.g water and electricity charges have been increasing every year and are likely to go up enormously in future too.

In view of the above it is expected that the Non Plan expenditure of the institute will increase @ 30 to 35% per annum in the recent years and the institute may not be able to fill up the gap by its own resource generation.

The Committee, therefore, recommends as under :

1. The institute may be provided with Non Plan Grant of Rs.700 lakh for the year 2005-06 based on the revised estimates for the year 2005-06.
2. The institute may be allowed to charge Course fee of Rs.300/ per day per participant(Rs.1500/- per week) from the sponsoring organization whether Government, Government Aided or Private and this would be taken as income of the institute. While TA/DA to the participants sponsored by the Government and Government Aided Polytechnics and Engineering Colleges would continue to be charged to the Plan Grant, the course fee would be taken as income of the institute.
3. To book maintenance and operative expenditure to Plan Grant as due to ban on recruitment of Non-teaching staff, some of the activities like Security, Cleaning, Maintenance are to be managed through outsourcing.


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It is informed that the Ministry of Human Resource Development has already constituted a Review Committee to review the scheme of NITTTRs and one of the terms of reference for the Committee is to suggest the Road Map for savings under Non Plan and measures for Internal Revenue Generation(IRG) to build up sizeable corpus for sustaining under Block Grant Scheme. Therefore the Review Committee may be requested to consider the difficulties faced by the NITTTR, Chandigarh in implementing the Block Grant Scheme.

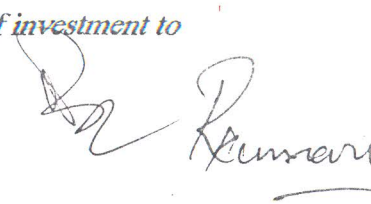
The Committee also deliberated that the instructions issued by the Government of India vide their letter No.F.7-26/2000.TS.IV dated 04.05.2001 which interalia provide that the TA/DA expenditure to technical teachers of Government funded/Community Polytechnics/Engineering Colleges can be met out of the Plan Grant released by the Ministry, also needs to be reviewed under changed circumstances. Accordingly, institute may take necessary action in the matter.

ITEM NO.F.4.7 TO CONSIDER ADOPTION OF THE REVISED RULES/INSTRUCTIONS ISSUED BY GOVERNMENT OF INDIA, MINISTRY OF FINANCE REGARDING PROCUREMENT OF GOODS AND SERVICES.

The Committee recommended that the Rules & Regulations as provided in the General Financial Rules of the Government of India be adopted and followed in letter and spirit.

ITEM NO.F.4.8 TO CONSIDER THE INVESTMENT OF GPF/CPF ACCUMULATION INTO GOVERNMENT SECURITIES.

The Member representing the Ministry of Human Resource Development produced a copy of letter No.F.7-18/2004.TS.IV dated 24.01.2006 relating to pattern of investment to



be followed by the Non Government Provident Funds and Gratuity Fund in the meeting. In this letter the Ministry has enquired information on the following points:

- (a) Whether investment made by the institute are in tune with the guidelines issued by the Department of Economic Affairs;
- (b) Whether trustees have been appointed/nominated by the Board for advise regarding investments reviewing the investments already made;
- (c) Whether the institute have taken steps to nominate any person(s) within the Board or otherwise for tendering the professional guidance for making the investments within the framework of guidelines.

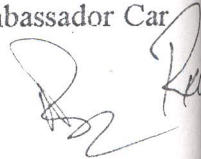
The Committee recommended that while following the guidelines issued by the Government of India, the institute may also take an appropriate action so as to safeguard the interest of the subscribers to the GPF/CPF of the institute, keeping in view the position of and returns from investments already made by the institute.

ITEM NO.F.4.9 TO CONSIDER HIRING CHARGES OF INSTITUTE STUDIO, PROFESSIONAL SERVICES AND CD/DVD/CHS ETC FOR OUTSIDERS.

Hiring charges of the institute studio, professional services and CD/DVD/CHS etc for outsiders as proposed by the institute in the agenda item were considered and recommended for approval.

ITEM NO.F.4.10 TO CONSIDER PURCHASE OF A NEW CAR FOR THE USE OF CHAIRPERSON, BOARD OF GOVERNORS.

The Committee recommended that the institute may take steps to condemn the old car as and when it is due and replace the same by a new staff car preferably an Ambassador Car with the prior concurrence of the Ministry.



ITEM NO.F.4.11 TO CONSIDER THE IDENTIFICATION OF DENTISTS
AND FIXATION OF TREATMENT CHARGES AT PAR
WITH PGI.

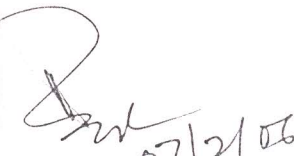
The Committee recommended that the institute employees may be reimbursed dental charges at par with the rates of the PGI Chandigarh for having dental treatment from private AMAs of the Institute.


SUPPLEMENTARY ITEM

ITEM NO.F.4.12 SECURITY IN CAMPUS OF NITTTR, SECTOR 26,
CHANDIGARH

The Committee recommended that the institute may incur expenditure as per need basis from Plan Budget for strengthening the security of the institute as per requirements.

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


(Dr OP Bajpai)
Member Secretary


(Rajesh Kumari)
Chairperson, Board of Governors