

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH  
SECTOR-26, CHANDIGARH-160 019

AGENDA FOR THE SEVENTH MEETING  
OF THE FINANCE COMMITTEE  
TO BE HELD ON 23.2.2007 AT 11.30 A.M  
AT NITTTR CHANDIGARH

CONTENTS

ITEM NO.	PARTICULARS	PAGE NO.(S)
ITEM NO.F.7.1	TO CONFIRM THE MINUTES OF THE 6 <sup>TH</sup> MEETING OF FINANCE COMMITTEE HELD ON 13.10.2006 AND TO REPORT ACTION TAKEN THEREON.	1
ITEM NO.F.7.2	TO CONSIDER WRITE OFF OF OBSOLETE AND UNSERVICEABLE STORES INCLUDING EQUIPMENT, FURNITURE ETC.	2-4
ITEM NO.F.7.3	PROGRESS OF EXPENDITURE IN AUTONOMOUS ORGANIZATIONS RECEIVING GRANTS-IN-AID FROM THE MINISTRY OF HRD.	5-6
ITEM NO.B.7.4	TO CONSIDER TERMS AND CONDITIONS OF SERVICE OF THE INSTITUTE FACULTY – REIMBURSEMENT OF COST OF BOOKS ETC.	7

ANNEXURES

I	Enclosure to Item No F.7.1(a)	8-12
II	Enclosure to Item No.F.7.2	13-53
III	Enclosure to Item No F.7.2	54-55
IV	Enclosure to Item No F.7.2	56-57
V	Enclosure to Item No F.7.3	58-59

**ITEM NO. F. 7.1 TO CONFIRM THE MINUTES OF THE 6<sup>TH</sup> MEETING OF FINANCE COMMITTEE HELD ON 13.10.2006 AND TO REPORT ACTION TAKEN THEREON.**

(a) The minutes of the 6<sup>th</sup> meeting of the Finance Committee of the Institute held on 13.10.2006 were circulated amongst all of its members vide institute letter No. NITTTR/Board/6<sup>th</sup>-Minutes/34162-174 dated 18.10.2006 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure-I at page No.8-12** for perusal. Since no comments have been received from any of the members, the same may be confirmed as recorded.

**(b) The following items have been noted:**

Item No. F.6.1 (a) Confirmation of Minutes of the 5<sup>th</sup> meeting of Finance Committee.

Against

Items No.F.4.3 Institute's requirement for additional space for (i) Lecture Hall Complex and (ii) New Hostel Block.

Against

Item No. F.4.6 Introduction of Block Grant Scheme 2005 (Non Plan) of Government of India in respect of Centrally Funded Higher Education Institutes of Importance.

Against

Item No. F.5.7 Audit Report of the institute for the year 2005-2006.

Item No. F.6.2 Approval of the Revised Budget Estimates of the Institute for the Financial year 2006-2007 and Budget Estimates for the year 2007-2008.

Item No. F.6.3 Approval of the Annual Accounts of the Institute for the year 2005-06.

Item No. F.6.4 Creation of a Post of Hindi Officer in the pay scale of Rs. 6500-10500.

Item No. F.6.5 Grouping of some Group 'D' Posts with identical pay scales in the same cadre.

Item No. F.6.6 Delegation of Financial Powers to Heads of Department to incur expenditure upto Rs.2500/- in each case.

**ITEM NO.F.7.2 TO CONSIDER WRITE OFF OF OBSOLETE AND UNSERVICEABLE STORES INCLUDING EQUIPMENT, FURNITURE ETC.**

Physical verification of stores including equipment and furniture etc. of the Institute is conducted at the end of each financial year as per provisions of GFR 192(1) read with GFR 192(3) (iii). For conducting physical verification, various committees of officers of the institute are constituted at Institute level. Accordingly the physical verification was conducted at the end of the financial year 2005-2006. Physical verification reports submitted by the committees have been attached as **Annexure-II at page No. 13-53** for perusal.

The committees have recommended that the stores including equipment & furniture items to the extent indicated below have become unserviceable/obsolete/outdated and as such be written off :-

Sr. No.	Name of the Deptt./ Laboratory	Year of Purchase From To	Book Value		Total Amount	
			Rs.	P	Rs.	P
1.	<b>CIVIL ENGINEERING DEPARTMENT</b>	1975-1999	1,11,466.14		1,11,466.14	
2.	<b>ELECTRICAL ENGG. DEPTT.</b>					
a)	Electrical Engg.	1970-2004	94,064.04		1,11,819.49	
b)	Laboratory	1979-2004	9,832.92			
c)	Electrical Mtc. Section Telephone Mtc. Section	1987-2001	7,922.53			
3.	<b>MECHANICAL ENGG. DEPTT.</b>					
a)	Refrigeration & A/c Lab.	1976-2001	95,285.63		95,285.63	
4.	<b>ELECTRONICS SERVICE CENTRE</b>	1983-1998	68,760.55		68,760.55	
5.	<b>COMPUTER SCIENCE DEPARTMENT</b>	1988-2000	5,55,630.45		5,55,630.45	
6.	<b>ETV DEPARTMENT</b>	1986	4,43,825.70		4,43,825.70	
7.	<b>APPLIED SCIENCE DEPARTMENT</b>	1971-1994	1,60,454.30		1,60,454.30	
8.	<b>GUEST HOUSE.</b>	1983-2004	22,560.67		22,560.67	
			<b>C/F</b>		<b>Rs. 15,69,802.93</b>	

Sr. No.	Name of the Deptt./ Laboratory	Year of Purchase		Book Value		Total Amount	
		From	To	Rs.	P	Rs.	P
						B/F	Rs. 15,69,802.93
9.	HOSTEL	1979-2002		15,447.50			15,447.50
10.	CAMPUS MAINTENANCE	1983-2005		1,441.65			1,441.65
11.	BUILDING MAINTENANCE	1987-2005		59,819.36			59,819.36
12.	CENTRAL STORE	1988-1999		3,366.05			3,366.05
13.	RURAL DEV. DEPTT.	1988-2002		92,795.85			92,795.85
14.	ESTABLISHMENT SECTION	1995-2002		28,560.00			28,560.00
15.	ACADEMIC CELL	2001		390.00			390.00
16.	FURNITURE	1969-2002		54,484.85			54,484.85
						<b>Total</b>	<b>Rs. 18,26,108.19</b>

The equipment/stores of the Computer Science Department, ETV Department and Applied Science Department noted at Sr. 5,6 & 7, above which were recommended for writing off, was costing Rs.11,59,910.45. It included costly items costing Rs.6,65,862.70. Since the value of the equipment recommended for written off was very high, therefore, another committee was constituted vide Office Order No.183 dated 27.11.2006 to make suitable recommendations for writing off the equipment as recommended by the Physical Verification Committees of the institute. The recommendations of the said committee are also enclosed as **Annexure-III at page No. 54-55**. This committee has also recommended to write off costly equipment items of Rs.6,65,862.70 paise.

In addition to the above, it is also proposed, on the recommendations of the Physical Verification Committee of the Institute, to write off the undermentioned books of Publication Store pertaining to Instructional Resource Marketing Unit (IRMU), which are spoiled.

<u>Sr. No.</u>	<u>Name of the items of consumable stores</u>	<u>Date of Purchase</u>		<u>Value of stores to be written off</u>	
		<u>From</u>	<u>To</u>	<u>Rs.</u>	<u>P</u>
1.	Books of Publication Store	1985	88	2,318.00	
<b>Total</b>				<b>Rs. 2,318.00</b>	

The details of the books of Publication Stores are annexed as **Annexure-IV at Page No.56-57.**

After writing off the above noted Equipment/Stores/Furniture/Books, the same will be disposed of by way of auction/sealed tenders and the sale proceeds thereof will be deposited into the Institute accounts.

It is certified that:

1. there is no loss of store due to theft ; and
2. the report does not disclose any defect in the system or serious negligence on the part of any employee of the Institute.

It is proposed that the unserviceable Equipment/Stores/Furniture/Books as indicated above may be written off. Since the write off of the above items does not fall within the competence of the Director, the same is, therefore, required to be considered & approved by the Board of Governors.

**THE FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS REGARDING WRITING OFF OF THE ABOVE EQUIPMENT/STORES/FURNITURE ETC.**

**ITEM NO.F.7.3 PROGRESS OF EXPENDITURE IN AUTONOMOUS ORGANIZATIONS RECEIVING GRANTS-IN-AID FROM THE MINISTRY OF HRD.**

The Integrated Finance Division, Government of India, Ministry of Human Resource Development, Department of Higher Education, vide their letter No. 23-4/2006-IFD dated 16<sup>th</sup> January, 2007 has desired that in order to observe the pace of expenditure in the autonomous organization receiving grants-in aid from the Ministry, the same may, in terms of provisions under Rule 212(3) of GFR and the objectives under the outcome budget, report the utilization of the grants-in-aid as a reporting item in every meeting of the Finance Committee including carried over unspent balance from the last financial year along with the position at the end of each quarter.

The position, is therefore, reported as under:

Rupees in lakh			
Sr.No	Particulars of Item	Position under Plan	Position under Non Plan
(i)	a) Unspent balance carried over from last financial year	175.98	(-) 7.95
	b) Position of unspent balance as at the end of each quarter –i.e.		
	(i) Quarter ending – 30.06.2006	118.61	(-) 96.92
	(ii) Quarter ending – 30.09.2006	81.23	(-) 77.00
	(iii) Quarter ending – 31.12.2006	NIL	(-) 97.28
(ii)	Release of funds under regular Plan Support through UGC, AICTE etc. wherever applicable	NA	NA
(iii)	Any additional special funding given by the Ministry under Plan	NIL	NIL
(iv)	Expenditure incurred up to 31.12.2006	224.67	457.36

(v) The progress of expenditure item-wise as on 31.12.2006 is as under:

Rupees in lakh			
Sr. No.	Item of Expenditure	Position of Plan	Position of Non Plan
<b>A</b>	<b>NON RECURRING</b>		
1	Equipment	106.26	
2	Furniture	26.10	
	<b>Total- A - Non Recurring</b>	<b>132.36</b>	
<b>B</b>	<b>Recurring</b>		
1	Salaries	30.00	416.94
2	Traveling Allowance	43.12	1.53

3	Honorarium	5.42	1.12
4	Library	0.00	0.34
5	OTA	0.02	0.42
6	Stipend	0.00	0.17
7	Contingencies	11.34	9.95
8	Operation & Maintenance	1.33	26.59
9	Loans & Advances	1.08	0.30
	<b>Total-B-Recurring</b>	<b>92.31</b>	<b>457.36</b>
	<b>Grand total (A+B)</b>	<b>224.67</b>	<b>457.36</b>

### Receipts during the year

#### Plan Grant-in-aid-

Allocated	<b>315.00 lacs</b>
Received	75.00 lacs on 13.06.2006 100.00 lacs on 15.12.2006
Total Grant received	<b>175.00 lacs</b>
Still to be received	<b>140.00 lacs</b>
IRG (Plan)	8.00 lacs

#### Non Plan Grant-in-aid

Allocated	<b>490.06 lacs</b>
Received	81.67 lacs on 06.06.2006 163.36 lacs on 02.08.2006 123.00 lacs on 15.12.2006
Total Grant received	<b>368.03 lacs</b>
Still to be received	<b>122.03 lacs</b>
IRG (Non Plan)	95.00 lacs

(vi) The Progress achieved by the Institute upto 31.12.2006 is attached as **Annexure-V at page No.58-59**

**IT IS SUBMITTED FOR INFORMATION OF THE FINANCE COMMITTEE.**

**ITEM NO. F.7.4 TO CONSIDER TERMS AND CONDITIONS OF SERVICE OF THE INSTITUTE FACULTY- REIMBURSEMENT OF COST OF BOOKS ETC.**

The terms and conditions of the institute faculty including their pay scales were notified by the Government of India, Ministry of Human Resource Development vide their letter No. F.6-1/88T.5 dated 28.2.89 and the same are followed by the institute. These terms and conditions interalia include the following benefits to the institute faculty.

- Reimbursement of cost of books/technical journals upto a limit of Rs.1,000/- per annum.

Upon revision of pay scales of the Central Government employees on the recommendations of the 5<sup>th</sup> pay commission, the Government of India, MHRD, New Delhi on the recommendations of All India Council for Technical Education (AICTE), New Delhi vide their letter No. 37-104/95-TS.II dated 9.10.98, had revised the pay scales of the teachers in the Central Government funded degree level technical institutions. These revised pay scales have already been extended to the institute faculty. The other terms and conditions of service of teachers as notified by the AICTE vide their letter No. FD/PSSC/Clarif/2002/1 dated 03.01.2003 interalia, include:

- 75% of the cost of relevant books, journals limited to a maximum reimbursement of Rs.3,000/- per annum.

However, the institute has not received any instructions from the Government of India, Ministry of Human Resource Development to implement the above said recommendation of the AICTE. Therefore, the same has not yet been adopted. The matter to extend this facility to the institute faculty was considered by the institute in the 10<sup>th</sup> meeting of Professors and Heads of Department held on 19.9.2006 and it was recommended that the above said facility recommended by AICTE may be considered for extending to the institute faculty.

The Finance Committee may, therefore, consider extension of the following additional benefit to the institute faculty as recommended by the AICTE and recommend to the Board of Governors.

- Reimbursement of 75% of the cost of relevant books/journals limited to a maximum reimbursement of Rs.3,000/- per annum.

**THE FINANCE COMMITTEE MAY CONSIDER THE PROPOSAL AND RECOMMEND TO THE BOARD OF GOVERNORS FOR APPROVAL.**