



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela

MINUTES OF THE 17TH MEETING OF THE FINANCE COMMITTEE, NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA HELD AT 12.00 NOON ON 02.12.2011 (FRIDAY) IN THE CONFERENCE OF HALL, HOTEL SWASTI PREMIUM, BHUBANESWAR.

Members Present:

1. **Sri B. S. Sudhir Chandra** ... Chairman
Director (Project & Planning) &
Chairman, BOG, NIT, Rourkela,
Bangalore Metro Rail Corporation Ltd
3rd Floor, BMTC Complex
K.H.Road, Shanthinagar, Bangalore.
2. **Prof. Sunil Kr Sarangi** ... Member
Director
National Institute of Technology
Rourkela -769 008 (Odisha).
3. **Shri Satpal Sharma,** ... Representative of AS & FA
Dy. Finance Advisor, representative
MHRD, Government of India
Dept. of Higher Education
Shastri Bhawan, New Delhi.
4. **Prof. (Ms.) Rintu Banerjee** ... Member
Professor, Agriculture & Food Engineering
IIT, Kharagpur.
5. **Prof. S. K. Patel,** ... Invitee
Associate Prof., ME.,
N.I.T., Rourkela.
6. **Er. S. K. Upadhyay,** ... Member Secretary
Registrar
N.I.T., Rourkela.

Members Absent:

7. **Shri Ashok Thakur, IAS**
Special Secretary,
MHRD, Government of India
Dept. of Higher Education
Shastri Bhawan, New Delhi.

Leave of absence was granted for members absent.

F.C-17 (2011)-01: Welcome to the members by the Chairman.

Chairman welcomed all the members to the meeting.

F.C-17 (2011)-02: Confirmation of the minutes of the 16th Meeting of the Finance Committee held on 17.06.2011 at New Delhi.

The minutes of the 16th Meeting of the FC were sent to the members vide letter NITR/RG/2011/435, dt:28.10.2011. No comments or suggestions have been received.

The FC confirmed the minutes.

F.C-17 (2011)-03: To report on the Action Taken on the minutes of 16th meeting of the Finance Committee held on 23.09.2011 at Bhubaneswar.

The report on the action taken on the decisions made in the 16th Meeting of the Finance Committee held on 23.09.2011 was presented for the FC's consideration.

The FC noted the above.

[Annexure- A1, Pg. 6]

F.C-17(2011)-04: Discussion on Audit Certificate cum Audit Report for the financial year 2010-11.

The Audit Certificate-Cum-Audit Report for the year 2010 -11 was put up to FC for consideration. FC appreciated the efforts made by the administration in completing the CAG audit in time.

FC advised the following.

- 1. Action taken report on the audit observations should be submitted by 31st March 2012.*
- 2. Understatement & overstatements should be avoided by properly accounting the vouchers in the appropriate heading.*
- 3. Institute staff dealing with the subject should be trained regularly.*
- 4. The audit observation on award of Associate Professors scale to 5th CPC Assistant Professors will be taken up after decision of Institute NIT Council on the subject is published.*

Annexure- A2, Pg. No.7 - 21]

F.C-17(2011)-05: Annual Report for the year 2010 -11.

FC approved the Annual Report for the year 2010 – 11. The administration was advised to send the report to MHRD by 20th December 2011.

[Annexure- A3, (enclosed separately)]

F.C-17(2011)-06: Group Life Insurance Scheme for Staff and Pensioners' of NIT, Rourkela.

At present there is no GLIS scheme for employees of NIT, Rourkela. Many a times after death of an employee, family members approach administration for financial help as the saving made by their bread winner is insufficient to manage the family.

Deans & HODs committee vide No. HODM-97(2011)-06, dt. 09.11.2011 has recommended to explore schemes for Group Life Insurance and Group Health Insurance policies for employees.

FC approved in principle introduction of a compulsory group life insurance scheme for the employees for which Institute shall have no financial bearing.

For mediclaim policy FC advised the administration to visit other institutions like IIT Madras, IIT Kharagpur etc who have already implemented mediclaim policies for their employees and a suitable scheme may be proposed in the next FC meeting.

F.C-17(2011)-07: Proposal for Clubs for Faculty and Staff

*At present there are two clubs in the campus one patronized by faculty & officers and the other by other non-teaching employees. It was decided to name them as “**Technology Club**” and “**NIT Staff Club**” respectively. Membership of a club will be compulsory to every faculty and staff member. In order to maintain the clubs expenses, it was decided that monthly membership fee of **Rs 100/- for Technology club & Rs 40/- for staff club** will be deducted from the employees for every month from their salary and the same will be deposited in the respective club accounts. The cost towards maintenance, electricity, water & programmes will be met from the above fund. The accounting of the clubs will be done by the respective club committees. Further, Institute will provide Rs 25,000/- to each club per year for 3 years, further continuation will be decided after 3 years. An adhoc management committee for each club will be created through nomination by the Director. The committee will function till June 30,2013. During this period a constitution will be worked out for each club, so that the management committee can be created out of active members through a combination of nomination and election.*

F.C-17(2011)-08: Proposal for creation of relief fund.

Many a times it is required to contribute to the National and state relief fund for natural calamities and other disaster management. Also some employees need assistance during crisis of their family members.

- 1. It was decided that Rs 20/- will be deducted from the monthly salary of each employee to help the employees in distress. A committee will be constituted by Director to manage the above fund.*
- 2. To meet the obligation for National & State relief fund donation will be collected from the employees as and when required.*

F.C-17(2011)-09: Proposal to hire a vehicle for patrolling and Security related issues.

The Institute is located in the tribal area of Sundargarh District of Odisha. The campus area is 645 acres. Therefore, it is proposed to hire a Maruti Zipsy or equivalent type of vehicle with driver may be hired on lease basis for essential routine patrol and security related activities, as well as for other activities as per need.

It was decided to hire a suitable vehicle for security patrolling & other activities initially for a period of 1 year. Review will be taken after one year to decide its continuation or not.

F.C-17(2011)-10: Service charges for visa processing.

The faculty members often go abroad for attending international conferences and other works for which they are required to make visa. If they go to embassy offices for making visa, it is being treated as on duty and they get full TA/DA. On the other hand, to save money and time of the institute, if someone wants to get it done through an agent, service charges are not reimbursed. This amount of service charge varies from Rs. 2000/- - Rs. 5000/- depending upon the complexity of procedures involved in various embassy offices. However, this amount is very small compared to the TA/DA that would have been paid by the institute for the personal visit of the faculty member. There is no restriction for reimbursement of service charges to agent for buying a railway ticket.

It was decided that service charges for making visa will be allowed up to a maximum of Rs 2,000/- (Two thousand) Only.

F.C-17(2011)-11: Proposal to allow tatkal charges and fare from Nuagaon or Rajgangpur (nearest Rly. Stations) for travel on official duty by Rail.

- 1) Employees on official duty should be allowed Tatkal Charges on Railway tickets to avoid processing cost and time.

It was decided to allow reimbursement of Tatkal charges Railway Tickets for the employees who are on official duty but not for LTC. The approving authority will be same as delegations of Financial & Administrative power for sanction of payment against approved expenditure(Passing of Bills), thus requiring no separate sanction.

- 2) Since employees travel frequently by Tapaswini Express from Rourkela to Bhubaneswar and no. of quota available at Rourkela is less, they may be allowed to book their tickets from nearest station Nuagaon and Rajgangpur where the reservation quota is much more than that at Rourkela.

FC approved the proposal for booking tickets from Nuagaon & Rajgangpur for the employees traveling on official duty, but not for LTC.

F.C-17 (2011)- 12: Any other item with the permission of the Chair.

The next meeting of the finance committee will be held in the month of March 2011 in consultation with Chairman, BOG.

The meeting ended with thanks to the Chair.

(S.K. Upadhyay)
Registrar and Secretary
Finance Committee, NIT., Rourkela

(B.S. Sudhir Chandra)
Chairman
Finance Committee , NIT., Rourkela