

Indian Institute of Engineering Science and Technology, Shibpur

Howrah-711 103

Proceedings of the 2nd meeting of the Committee for Financial Affairs held on 30.12.2015 at 10.30 a.m. at office of the Director of Finance Ministry of Human Resource Development, Department of Higher Education, Government of India, Shastri Bhavan, New Delhi.

The following members were present:

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| 1) Prof. Ajoy Kumar Ray, Director | - | Chairman |
| 2) Shri Rajesh Singh, Director (Finance), MHRD | - | Member |
| 3) Prof. Gautam Bandyopadhyay, Member, BOG | - | Member |
| 4) Prof. Shyamal Kumar Chattopadhyay, Member, BOG | - | Member |
| 5) Shri S. N. Datta, Finance Officer (Actg.) | - | Member |
| 6) Shri Alok Kumar Maity, Deputy Registrar (Audit) | - | Invitee |
| 7) Dr. Biman Bandyopadhyay, Registrar | - | Secretary and Convenor |

The leave of absence of the following member was granted:

- 1) One member from Administration of MHRD

At the outset Chairman welcome all the members present in the meeting and took the agenda items for discussion

Item No. 2.01 Confirmation of the Proceedings of the 1st meeting of the Committee for Financial Affairs.

Resolution No. 2.01: The Committee resolved that the proceedings of the 1st meeting of the committee for Financial Affairs held on 12th June, 2015 at the 7th floor of the Academic cum Administrative Building of IEST, Shibpur is confirmed.

Item No. 2.02 Action taken report on the proceedings of the 1st meeting of the Committee for Financial Affairs held on 12th June, 2015.

Resolution No. 2.02: The committee noted the approval of the BOG on the recommendation of the 1st meeting of the Committee for Financial Affairs held on 12th June, 2015. The items for which administrative action has been taken by the Director has been placed before BOG for ratification or noting.

Item No. 2.03 To ratify the approval of the Director regarding Budget Requirement for the financial year 2015-16 under Plan and Non-Plan head.

Resolution No. 2.03 : The committee discussed the budget requirement for the financial year 2015-16 in detail and ratified the same for the financial year 2015-16. The Committee suggested that the budget should be recast under the heads "31-Plan (General)", "35-Plan (Capital)" and "36-Plan (Salary) considering the Cabinet approval of Rs.592 crores (Rs.300.30 crores for non-

recurring expenditure and Rs.291.90 crores for recurring expenditure) for five years as per Expenditure Finance Committee note, approved by the Cabinet for IEST, Shibpur.

The Committee also resolved that since the Institute is getting only the grants-in-aid from MHRD under the head '31' & '35', the Institute will request MHRD for creation of 36-plan (Salary) head.

Item No. 2.04 To ratify the approval of the Director regarding Revised Estimate for 2015-16 and Budget Estimate for 2016-17 under plan and Non- Plan head of the Institute.

Resolution : The Committee ratified the revised estimate for 2015-16 and Budget Estimate for 2016-17 with the direction that the Budget Requirement for 2016-17 be submitted to MHRD clearly mentioning institute requirement under head '31', '35' & '36' .

The committee also discussed the acute financial condition of the institute and the urgent need for enhancement of infrastructure, such as hostels and academic infrastructure like class rooms, laboratories, etc. for the students. In this context, Director (Finance) indicated that Rs.15.00 crores may be allocated additionally to the Institute under Plan (Capital) Head in this financial year. A comprehensive proposal for this year in this head be immediately sent to MHRD for the year 2015-16.

The committee also resolved that a comprehensive financial development plan indicating all major works to be executed and prioritising the works to be taken up, in tune with the Expenditure Finance Committee note approved by the Cabinet, including enhancement as applicable be submitted to the next meeting of the committee for Finance Affairs for a detail discussion. This comprehensive financial development plan along with the requirement of fund for the year 2015-16 and 2016-17 should be sent to the MHRD for necessary action .

Item No. 2.05 To consider the Final Accounts for the year 2013-14 of Bengal Engineering and Science University, Shibpur.

Resolution: The Final Accounts for the financial year 2013-14 is approved. The Committee resolved that the Final Accounts for the financial year 2013-14 be sent to the Principal Accountant General (General & Social Sector Audit), West Bengal, Local Audit Department, Kolkata for audit, and get it ratified in subsequent BOG.

Item No. 2.06 To consider the Final Accounts for the year 2014-15 of Indian Institute of Engineering Science and Technology, Shibpur.

Resolution : The Final Accounts for the financial year 2014-15 was approved. The Committee resolved that the Final Accounts for the financial year 2014-15 be sent to Office of the Director General of Audit (Central), Kolkata, Indian Audit & Accounts Department, Government of India for final audit and get it ratified in the BOG.

The committee also noted that a request was made by the Director to the Director General of Audit (Central) Kolkata for conducting audit of the Institute w.e.f. the financial year 2014-15.

The Committee further resolved that from the financial year 2016-17, the Institute will follow the enclosed timeline for preparation and submission of annual report and accounts as prescribed by the MHRD in this regard.

Item No. 2.07 To consider the proposal for revision of rates of remuneration for professional works rendered by the CAG empanelled Chartered Accountants Firms as recommended by the Institute of Chartered Accounts of India (ICAI)

Resolution No. 2.07: The Committee approved the revised rates of remuneration for professional works rendered by the Chartered Accountant Firms empanelled by the Institute of which is as follows

Sl. No.	Fund value for which utilization certificate is issued	Revised remuneration excluding Service Tax
1.	Upto Rs.2,00,000/-	Rs.2,000/-
2.	Rs.2,00,001/- to Rs.10,00,000/-	Rs.3,000/-
3.	Rs.10,00,001/- to Rs.1,00,00,000/-	Rs.4,000/-
4.	Rs.1,00,00,001/- and above	Rs.5,000/-

Item No. 2.08 To consider the report of the Committee constituted by the Executive Council for removal of the pay anomaly of five Professors.

Resolution No. 2.08: The Committee resolved that the matter under reference be sent to MHRD for consideration.

Item No. 2.1A: To consider the note of the Registrar regarding -
i) Signatories of the Bank A/c of the Institute ii) Designated Drawing and Disbursing and
iii) Role of the Custodian of Funds of the Institute.

Resolution No. 2.1A: The committee considered the note of the Registrar in detail. The Committee resolved that till introduction of the statutes any two of the following will be the signatories of the Institute.

- (1) Director
- (2) Registrar
- (3) Finance Officer (Actg.)
- (4) Accounts Officer

On the issue of designated Drawing and Disbursing Officer, the Committee opined that since Institute is getting grants from MHRD, there is no need of Drawing and Disbursing Officer for IEST, Shibpur.

Item No. 2.2A: To consider the note of HOD, ETCE Dept regarding procurement of equipments, software (total 41 items) for the said dept. with the total estimate of Rs. 40 lakhs

Resolution: The Committee considered the note of the HOD, E&TC regarding procurement of equipments, software of total estimate of Rs.40.00 lakh and the observations of the Chairman, Central Purchase Committee, IEST, Shibpur and Dy. Registrar (Audit), IEST, Shibpur. The Committee resolved that the purchase procedure completed on the basis of tender notice published in the two leading newspaper instead of three as per present practice of IEST, Shibpur as a special case since procurement to be completed by February, 2016.

The committee also resolved that the Institute will take necessary steps for e-procurement of items as early as possible and should framed purchase rule as per General Financial Rule of Central Government as already adopted by the BOG.

Miscellaneous Item No. 2.09: Following additional items have been discussed in the meeting:

Misc Item No. 2.09.M.01: To consider the note of the co-coordinator, TEQIP-II regarding Delegation of routine matters like approval of international travel, reallocation of funds, approval of projects value more than 25 lack to the Director for the approval of projects.

Resolution on Misc item No 2.09. M. 01: The matter was discussed in detail. The committee resolved that as per the NITSER Act and the NIT Statutes (to be adopted as an interim measure) a comprehensive proposal should be placed by the Director regarding delegation of power at different levels for consideration and approval of the Board.

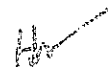
Misc Item No. 2.09.M.02: Extension of financial benefits as admissible to the employees of the centrally funded Institutes to the deputationist presently serving the IEST, Shibpur

Resolution on Misc item No 2.09. M. 02: The matter regarding extension of financial benefits as admissible to the employees of the centrally funded Institutes to the deputationist presently serving the IEST, Shibpur forwarded to the MHRD vide letter No. AT/1st BOG/2015/005/0033/MH-15 dated 25.03.2015 for their consideration was discussed. The committee resolved that the Institute should take up this matter with MHRD for early disposal of the same.

Misc Item No. 2.09.M.03: Absorption of remaining 24 unabsorbed non-teaching employees of erstwhile B. E. College, Shibpur serving the institute for a long period (more than 20 years as allottee government servant)

Resolution on Misc item No 2.09. M. 03: The matter regarding absorption of remaining 24 unabsorbed non-teaching employees of erstwhile B. E. College, Shibpur who are serving the institute for a long period (more than 20 years as allottee government servant) forwarded to the MHRD vide letter no. 449(GB)/15 dated 20.01.2015 for their consideration was discussed in detail. The committee resolved that the Institute should take up this matter with MHRD for early disposal of the same.

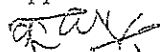
There being no other item, the meeting was ended with vote of thanks to the Chair.



(Biman Bandyopadhyay)

Secretary & Convener, Committee for Financial Affairs
& Registrar, IEST, Shibpur

Approved



(Ajoy Ray)

Chairman, Committee for Financial Affairs
& Director, IEST, Shibpur