



CONFIDENTIAL

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
LONGOWAL
DISTRICT - SANGRUR (PUNJAB) - 148106**

**SUBJECT : MINUTES OF THE 35th MEETING OF THE FINANCE
COMMITTEE, OF SLIET, LONGOWAL**

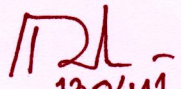
Enclosed please find herewith the minutes of the 35th meeting of the Finance Committee of Sant Longowal Institute of Engineering & Technology, Longowal, District - Sangrur (Punjab) held on 01.04.2011 at 10.00 AM in the Committee Hall, Administrative Block, SLIET, Longowal under the Chairmanship of Sh. S. P. Oswal, Chairman, BOM/FC SLIET, Longowal & Chairman-cum-Managing Director, M/s Vardhman Textiles Limited, Ludhiana, which may kindly be forwarded for approval of Hon'ble Chairman, Finance Committee and for further circulation among the members of Finance Committee, inviting their comments, if any.


Director, SLIET
Member, F.C


Chairman,
Finance Committee
SLIET, Longowal

*Edited Version of
C-FC along with
final modified copy of
35th F.C. MoM is forwarded
for signatures.*


(Rakesh Mishra)
Dy. Registrar (A&A)
Member-Secretary
Finance Committee


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**MINUTES OF THE 35th MEETING OF THE FINANCE COMMITTEE OF
SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
LONGOWAL (DEEMED-TO-BE-UNIVERSITY) HELD ON 01.04.2011
(FRIDAY) AT 10.00 AM IN THE COMMITTEE HALL, ADMINISTRATIVE
BLOCK, S.L.I.E.T., LONGOWAL**

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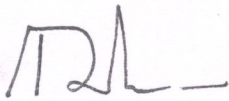
The following members were present :


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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 01 | Sh. S. P. Oswal,
Chairman-cum-Managing Director,
M/s Vardhman Textiles Limited, Ludhiana | Chairman |
| 02 | Sh. Suresh Kumar, IAS, Principal Secretary,
Technical Education & Industrial Training,
Government of Punjab, Chandigarh | Member |
| 03 | Sh. N. Mohan Das, Director(T), G.O.I., M.H.R.D.,
Department of Higher Education, New Delhi. | Member |
| 04 | Sh. Alex. P. Thomas, Assistant Financial Adviser
Representative of Sh. Navin Soi, Director (Finance), G.O.I,
M.H.R.D., Deptt. of Higher Education, New Delhi. | Member |
| 05 | Dr. Varinder Sahni, Director,
SLIET, Longowal | Member |
| 06 | Dr. D.C. Saxena, Dean (P&D)
SLIET, Longowal | Member |
| 07 | Dr. P.K Jain, Associate Professor
Department of Management Studies,
SLIET, Longowal | Member |
| 08 | Sh. Rakesh Mishra,
Dy. Registrar (Accounts & Audit),
SLIET, Longowal | Member-
Secretary |

The following member could not attend the meeting :-

- | | | |
|----|---------------------------------------------------------------------------------------------------------------------|--------|
| 01 | The Secretary Expenditure, Government of Punjab,
Department of Finance, Punjab Civil Secretariat,
Chandigarh. | Member |
|----|---------------------------------------------------------------------------------------------------------------------|--------|

The comments of Sh. Alex. P. Thomas, Assistant Financial Adviser, Representative of Sh. Navin Soi, Director (Finance), G.O.I, M.H.R.D., Department of Higher Education, New Delhi were received during the meeting vide Letter No. NIL, dated 30.03.2011 **(Copy enclosed)**. His comments, related to Finance Committee, have been taken into consideration, point-wise, in the meeting.


(Dr, A&A)


(Director)

ITEM NO. 35.01 TO CONFIRM THE MINUTES OF THE 34th MEETING OF THE FINANCE COMMITTEE OF SLIET, LONGOWAL HELD ON 18.02.2011

Minutes confirmed.

ITEM NO. 35.02 ACTION TAKEN REPORT ON THE MINUTES OF THE 34th MEETING OF THE FINANCE COMMITTEE OF SLIET, LONGOWAL HELD ON 18.02.2011

ITEM NO. 29.19, 30.02, 31.02, 32.02, 33.02 & 34.02) PROPOSAL FOR NEW EPABX SYSTEM TO REPLACE THE OLD ONE AND RESTORE INTERNAL COMMUNICATION SERVICES TEMPORARILY/ PERMANENTLY IN THE INSTITUTE AS PER PRESCRIBED NORMS

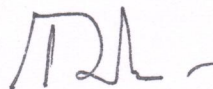
After going through the comments of Store Purchase Officer duly endorsed by Dean (P&D), the Chairman ordered to place the final Action Taken Report only in next Finance Committee Meeting, as it was the time bound action required.

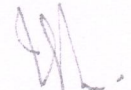
ITEM NO. 32.06, 33.02 & 34.02 TO CONSIDER AND PRESENTATION OF THREE YEAR ACTION PLAN FOR CIVIL AND ELECTRIC WORKS ACTIVITIES - PRESENTATION BY HEAD, DEPARTMENT OF DISABILITIES STUDIES

In view of shortage of time, the presentation by Dr. Harish Chopra, Head of Department, Department of Disabilities Studies has been deferred to the next Finance Committee meeting.

ITEM NO. 35.03 TO APPROVE ANNUAL REPORT OF THE INSTITUTE FOR THE YEAR 2009-2010

Approved. Further, on pointing out by Deputy Registrar (Accounts & Audit) of the Institute about 'Inadequacy of Internal Audit (Control) System' as reported by Deputy Accountant General (C) in Audit Report/Annual Report (2009-10) of the Institute, Page No. 82, Sh. Suresh Kumar, Principal Secretary, Government of Punjab, TE & IT, Chandigarh has asked about the status of pre and post audit system of the Institute and emphasized on introduction of 'Internal Audit (Control) System'


(Dr, A&A)


(Director)

adequately on priority. Sh. N. Mohan Das, Director (T), GOI, MHRD, New Delhi has also shown his concern about non-recruitment of sanctioned/approved posts meant for 'Internal Audit Wing', already recommended by 33rd Finance Committee meeting held on 04.09.2009, Vide Item No. 33.02 (32.06) and approved subsequently in Board of Management. The Chairman ordered to the Director to fill up these sanctioned/approved posts within a period of three months positively, without further loss of time.

ITEM NO. 35.04 TO CONSIDER AND APPROVE THE PROCUREMENT OF NEW VEHICLES FOR THE INSTITUTE

Members of the committee deliberated on the matter. Sh. Alex. P. Thomas, Assistant Financial Advisor, IFD, MHRD, New Delhi referred to the government procedure set out for purchase of new vehicle. He stated that any purchase of new vehicle requires prior permission of the Government. Even if the vehicle is for replacement, then old one has to be condemned and that will need certificate of condemnation from the competent authority and written request has to be sent to the Ministry. He, therefore, pointed out to take up the condemnation process based on already run mileage and completed life of the vehicle, as prescribed in Government of India Rules.

On receipt of permission/approval from the Ministry for purchase of new vehicle, the new vehicle will be purchased accordingly and the Condemnation/Disposal Report of Old Vehicle(s) will be required to be submitted in the next Finance Committee meeting and the value, so received, will be required to be deposited with the Institute Grant-in-Aid Account, within 90 days positively from the date of procurement of new vehicle.

ITEM NO. 35.05 TO APPROVE THE REQUIREMENT OF FUNDS FOR IMPLEMENTATION OF 'ENTERPRISE RESOURCE PLANNING (ERP) BASED CAMPUS AUTOMATION SOLUTION' AT SLIET, LONGOWAL

The issue of providing 3% of Institute Plan Funds for e-Governance Project was generally found essential to improve the information system within the university. However, Sh. Alex P. Thomas, informed that while the proposal has been tabled before the committee, the item is silent on other actionable points mentioned in letter of Ministry. Sh. Suresh Kumar, felt that it will be proper to constitute a steering committee to study the overall ERP based campus automation of the Institute. The Chairman desired that the Institute may make a detailed

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(Director)

comprehensive proposal on this after studying the ERP system of IIT Delhi/ Bombay/ Roorkee and determine their requirements after a thorough discussion with HOD's and other administrative departments. Sh. N. Mohan Das, thus advised that before the comprehensive proposal is brought before the committee, expenditure in this regard may not be incurred, though the proposal is accepted in principle.

ITEM NO. 35.06 INFORMATION ABOUT RECOVERY IN THE MATTER OF PROCEEDINGS UNDER SECTION 7-A OF THE EMPLOYEES PROVIDENT FUNDS & MISCELLANEOUS PROVISIONS (EPF & MP) ACT - 1952 IN RESPECT OF M/S ROVING EYES SECURITY & INTELLIGENCE SERVICE, BUDA DAL COMPLEX, LOWER MALL, PATIALA, EPF CODE NO. PN/20980 AMOUNTING TO RS. 10,45,525=00 DIRECTLY BY QUASI-JUDICIAL ORDER BY ASSISTANT PROVIDENT FUND COMMISSIONER, CHANDIGARH THROUGH GRANT-IN-AID ACCOUNT NO. 540 OF THE INSTITUTE AT CENTRAL BANK OF INDIA, SLIET CAMPUS, LONGOWAL

The members of the Finance Committee raised several questions on default of provident Fund for the employees working under the contractor. It was explained that the Institute has already made the payment for the liability of Provident Fund calculated but the same was not deposited by the contractor with the PF Commissioner. The matter came to light only when it came before the PF Committee and the action was initiated against both the contractor as well as the Institute. Though the workmen were the employees of the contractor yet the authorities have fixed the responsibility with the Institute because of failure of contractor and the Institute considered as the principal employer. It is clear that there is the systemic and administrative failure. The necessary checks which ought to have been made, seem to be absent. The contractor, therefore, took advantage of the same and the matter did not come to the notice.

No doubt, this is a very serious lapse and requires to be investigated. Therefore, the Chairman proposed that enquiry in this matter should be held, by appointing an Enquiry Officer from Government of India, Ministry of Human Resource Development (M.H.R.D), New Delhi, in order to find the truth and to examine if there were lapses. It was decided that enquiry may be held not only in this case but also in similar case earlier considered by the Finance Committee for which the PF not deposited by the contractor had been paid by the Institute after the order was passed by the competent authority.

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(Director)

Besides, the committee also decided the following actions to be taken immediately:

- 01 The Branch Manager, Central Bank of India, SLIET, Longowal should be asked for explanation as to why and how the referred money has been transferred by him without informing the Director of the Institute, who was the Account Holder of Grant-in-Aid Account No. 540; and, Debit Advice was raised to the Director of the Institute after making direct payment of Rs. 10,45,525/- to A.P.F.C., Chandigarh. Further, the Branch Manager, CBI, SLIET, Longowal should be asked to restore this amount without delay by crediting the Institute Grant-in-Aid Account No. 540 by the same amount.
- 02 First Information Report (F.I.R) must be lodged by the Institute Administration against the contractor immediately.
- 03 Appeal may be filed after taking the legal advice from the lawyer against the order of A.P.F.C., Chandigarh.
- 04 The Earnest Money Deposit (EMD) and the Security money of M/s Roving Eyes Security & Intelligence Service, Patiala already deducted by the Institute from their monthly bills must be adjusted/ forfeited towards the unpaid liability of PF of the contractor.

Sh. Suresh Kumar, P.S, TE&IT, Chandigarh suggested the Institute to check the pre-requisites like, Registration with EPFO/Labour Commissioner, PAN/TIN of the contractor, Registration Certificate from Labour Commissioner/ EPF Commissioner and Certificate of training to the staff, deployed by the contractor etc. etc., at the time of finalization of the Tenders. Further, he advised that the contractor should be asked to submit a copy of EPF Deposit Challan of preceding month to the Institute, as a matter of record and proof of deposit.

Dr. D.C. Saxena, Dean (P&D) at this, informed that the Institute is following all these pre-requisites now, while tendering and dealing with the contractors for outsourcing.

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(Director)

SUPPLEMENTARY AGENDA ITEMS

- ITEM NO. 01 ON-LINE COLLECTION OF THE SEMESTER FEE FROM THE STUDENTS OF THE INSTITUTE AND STATUS OF THE WRITTEN PERMISSION FROM THE MINISTRY, FOR THE SEPARATE DUMMY ACCOUNT FOR THE PURPOSE.**

In response to Institute Letter No. SLIET/A&A/1171 dated 08.03.2011, the Ministry has accorded its approval for opening a new separate (Dummy) Savings Bank (Operational) Account at Central Bank of India, SLIET, Longowal for on-line collection of Fee from the students of the Institute vide letter No. F. 10-7/2009 IS IV dated 31.03.2011.

Accordingly, it was deliberated that the Academic Section of the Institute will furnish the requisite details to Institute web-site with the help of Computer Science Engineering Department as well as to CBI, SLIET, Longowal on the pattern of Thaper University, Patiala as per decision of the Internal Committee, constituted by the Director of the Institute. The Institute Banker will raise the Credit Advice on day-to-day basis to Finance Department alongwith detailed statement, showing the Name and Registration Number of the students, Amount of Fee deposited and the Name of the Programme, in which admitted or registered in next semester, for student-wise posting in respective ledgers.

The members of the Finance Committee approved the same.

- ITEM NO. 02 Proposed modifications for payment of Sitting Fee and Road Mileage Allowance to the employees of the Institute and experts/visitors/members, coming from the outside the Institute.**

The recommendations of the Internal Committee constituted by the Director of the Institute consisting of Dr. J.S. Dhillon, Dean (Academics) as Convener, Dr. Sanjay Marwaha, Dean (SWF) and Dr. D.C. Saxena, Dean (P&D) as member, were deliberated in detail. On query of Sh. Alex. P. Thomas, A.F.A, MHRD, he was informed about the Government of India ruling where the travelling claims are required to be settled as per FRSR Rules on the basis of rates prescribed by the Transport Authority of the concerned State. However, in particular State where rates are not notified/prescribed by Transport Authority, it becomes difficult to make the payment at prescribed rates. The Road Mileage Allowance may be fixed on the basis of prevailing rates in Metropolitan city of a particular State. In case, no rates have

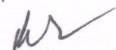
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(Director)

been fixed, then the rates of neighbouring State(s) may be adopted. Dy. Registrar (A&A) informed that accordingly, the rates prevailing in NIT, Kurukshetra our sister Institute have been adopted in 31st Finance Committee meeting held on 23.02.2010 (Vide Item No. 31.05) as per the fundamental decision taken by the Institute in its 27th Finance Committee meeting held on 01.12.2004.

The Members of the committee were of the opinion that a proper correspondence may be made with the sister Institutions like, NIT, Kurukshetra and Jalandhar, NITTTR, Chandigarh and PEC, Chandigarh for uniform adoption of rules/rates for Sitting Fee and Road Mileage Allowance.

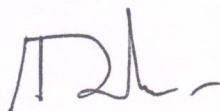
The meeting ended with a vote of thanks to the Chair.




(S. P. Oswal)

**Chairman, Finance Committee,
SLIET Longowal and**

Chairman-cum-Managing Director,
M/s Vardhman Textiles Limited,
Ludhiana - 141010.



(D R, A&A)



(Director)



भारत सरकार
मानव संसाधन विकास मंत्रालय
स्कूल शिक्षा और साक्षरता विभाग
शास्त्री भवन
नई दिल्ली - 110 115

GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SCHOOL EDUCATION & LITERACY
SHASTRI BHAVAN
NEW DELHI-110 115

March 30, 2011

To,

The Director,
Sant Longowal Institute of Engg. & Tech.,
Longowal - 148106,
Distt. Sangrur, Punjab.

Sir,

With reference to the 7th meeting of the Board of Management and 35th meeting of the Finance Committee of SLIET scheduled to be held on 1st April, 2011, the following comments are offered by the Integrated Finance Division of the Ministry on the agenda items listed below:

Item No.7.04 (P.4)

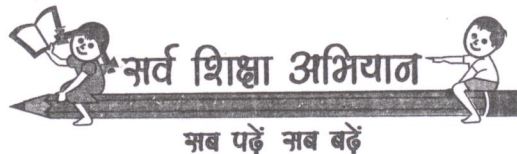
The proposal is to create a separate Corpus Fund in the Institute. According to the rules proposed to be adopted for operation of this Fund, its corpus shall consist of funds generated through non-plan savings among other sources. Savings generated from Non-plan budget head cannot be transferred to the Corpus Fund. It has to be carried out to the next FY for utilisation under the same subject heads. Corpus Fund can only be created out of the internal revenue of the Institute.

There is also a proposal to allow the Board to allow investment of the Corpus Fund in any manner considered to be in the interest of the Institute. It would be better for the Institute to follow the investment guidelines issued by the Gol from time to time.

Item No.7.09 (P.11)

There is a proposal to establish a school, either a Kendriya Vidyalaya or a school affiliated to CBSE in the Institute, involving transfer of approximately 15 acres of Institute's land and a recurring expenditure of Rs.4 crore. The Institute has formed a separate society for the purpose and got the same registered.

It is felt that the Institute should go ahead with this proposal only after a formal approval to this effect is received from the Gol. The matter should accordingly be referred to the Ministry for consideration.



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one copy with us
A copy to
Registrar
BOM being
held today

Dr. A&N

Item No.7.12 (P.14)

The agenda item says that HRA is being paid to employees who are not residing in the residential accommodation of the Institute. On the face of it, it appears that there is no need for this item to be brought to the Board of Management. If it is a question of refusal of accommodation offered by the Institute, such cases should be regulated in accordance with the guidelines for payment of HRA (If accommodation is refused, HRA will not be admissible). It also needs to be clarified as to whether the Institute's accommodation is remaining vacant on account of the refusal of the employees to accept accommodation allotted to them.

Finance Committee

Item No.35.04 (P.3)

The proposal is for purchase of 2 Ambulances and one 52 seater bus as replacement for existing vehicles. Before purchase of new vehicles could be recommended by FC, there is need to get the existing vehicles 'condemned' after following the due procedure. Also the proposal would require the approval of Gol.

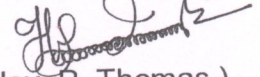
Item No.35.05 (P.4)

The proposal is for separately earmarking 3% of Institute's Plan funds for e-Governance projects. This is in pursuance of this Ministry's letter placed at P.20 of the agenda. It is seen that this letter speaks about several actionable points with e-Governance project being one of them. The Institute is silent on the other points. A comprehensive proposal need to be initiated by the Institute to achieve the objectives stated in the above mentioned letter instead of concentrating on one item.

Item No.35.06 (P.5)

This item relates to payment of a sum of Rs.10.45 lakh to the Employees' Provident Fund Organisation, apparently, on account of PF dues in respect of workers engaged by SLIET through a contractor. ~~The Institute should have brought the matter before the Finance Committee before the payment was released.~~ It may be mentioned that Government institutions/autonomous bodies are not covered under the Employees' Provident Fund & Miscellaneous Provisions Act. If SLIET has engaged workers through a contractor, payment of statutory dues in respect of such workers becomes the responsibility of that contractor. It is exactly to avoid such problems that, such services are contracted out. On the face of it, it appears to be an illegal payment.

Yours faithfully,



(Alex. P. Thomas)

Assistant Financial Adviser

30/3/2011