

**NOTES ON ITEM NO. 38.01**

**TO CONFIRM THE MINUTES OF THE 37<sup>th</sup> MEETING OF THE FINANCE COMMITTEE OF SLIET, LONGOWAL HELD ON 22.11.2011**

The minutes of the 37<sup>th</sup> meeting of the Finance Committee of SLIET, Longowal held on 22.11.11 were circulated among the members. A copy of the minutes is placed at **Annexure-“A ” – Page No. 05 - 09**. No comment is received from any member. Therefore, the minutes are placed before the Finance Committee for confirmation please.

**NOTES ON ITEM NO. 38.02**

**Notes on ITEM NO. 38.02 (32.03, 33.02, 34.02, 35.02, 36.02 & 37.02)**

**Action taken report on the minutes of the 37<sup>th</sup> meeting of the Finance Committee of SLIET, Longowal held on 22.11.2011 (Kindly refer to Agenda at Page No. 06 of Annexure – “ A”)**

**TO CONSIDER AND PRESENTATION OF THREE YEAR ACTION PLAN FOR CIVIL AND ELECTRIC WORKS ACTIVITIES – PRESENTATION BY HEAD, DEPARTMENT OF DISABILITIES STUDIES**

A proposal is under process and will be submitted by the concerned department.

**NOTES ON ITEM NO. 38.02**

<b>Notes on ITEM NO. 38.02 (35.04, 36.02 &amp; 37.02)</b>
<b>Action taken report on the minutes of the 37<sup>th</sup> meeting of the Finance Committee of SLIET, Longowal held on 22.11.2011 (Kindly refer to Agenda at Page No. 06 of Annexure – “A”)</b>
<b>TO CONSIDER AND APPROVE THE PROCUREMENT OF NEW VEHICLE(S) FOR THE INSTITUTE</b>
An order for purchase of one vehicle for the Director has been placed alongwith payment and the supply of vehicle is awaited. Regarding all other vehicles, it is submitted that the condemnation process has been completed by the committee constituted for this purpose, now the auction will be done in due course of time.

**NOTES ON ITEM NO. 38.02**

<b>Notes on ITEM NO. 38.02 (35.04, 36.02 , 37.02 &amp; 37.03)</b>
<b>Action taken report on the minutes of the 37<sup>th</sup> meeting of the Finance Committee of SLIET, Longowal held on 22.11.2011 (Kindly refer to Agenda at Page No. 07 of Annexure – “A”)</b>
<b>TO APPROVE THE REQUIREMENT OF FUNDS FOR IMPLEMENTATION OF ENTERPRISE RESOURCE PLANNING (ERP) BASED CAMPUS AUTOMATION SOLUTION – PROPOSAL TO PROVIDE INTERNET, TELEPHONE, SECURITY AND OTHER SERVICES AT SLIET, LONGOWAL</b>
Regarding ERP, an initiative was taken to create basic amenities before going for ERP like OFC and data network. BSNL was contacted for laying down the OFC cable and data network, however, due to some official reasons, the proposal was not materialized. It is proposed that the expression of interest will be invited from various firms for laying down OFC and data network. Moreover, a committee has been constituted for procurement and installation of stand-alone unit of CCTV Camera at vital locations in SLIET, Longowal.

**NOTES ON ITEM NO. 38.02**

**Notes on ITEM NO. (37.03)**

**Action taken report on the minutes of the 37<sup>th</sup> meeting of the Finance Committee of SLIET, Longowal held on 22.11.2011 (Kindly refer to Agenda at Page No. 08 of Annexure – “A”)**

**PROPOSAL REGARDING OF MISCELLANEOUS CIVIL WORKS IN HOSTEL NO. 06 SLIET, LONGOWAL**

A Memorandum of Understanding (MoU) has been signed between the SLIET and BSNL regarding the repair work in hostel No. 6. If the work is found satisfactory then the contract for other hostels may also be given to BSNL.

**NOTES ON ITEM NO. 38.03**

**TO APPROVE ANNUAL REPORT OF THE INSTITUTE FOR THE YEAR 2010-2011**

The Annual Report of the Institute of the year 2010-11 is placed herewith for consideration and approval of the members of the Finance Committee. Annual Report for the year 2010-11 will be served to the members of the Finance Committee separately, during the course of meeting. Annual Report for the year 2010-11 has already been seen and approved by the Chairman, Board of Management (BOM) **(Copy enclosed at Annexure – “B” – Page No. 10)**. The members of the Finance Committee are requested to approve the same.

## NOTES ON ITEM NO. 38.04

**TO CONSIDER AND APPROVE THE REVISED ESTIMATES FOR THE FINANCIAL YEAR 2011-12 AND BUDGET ESTIMATES FOR THE FINANCIAL YEAR 2012-13 UNDER HEAD 'NON-PLAN' AND 'PLAN' OF THE INSTITUTE.**

The Revised Budget Estimates (RBEs) for the year 2011-12 and Budget Estimates (BEs) for the year 2012-13 under head 'Non-Plan' and 'Plan' have been prepared and sent to MHRD, Government of India, vide letter No. SLIET/A&A/11/1315 dated 23.12.2011 (**Copies are placed at Annexure - "C" - Page No. 11 - 33**). The detail of Budget Estimates (2011-12) and Budget Estimates (2012-13) under head 'Non-Plan' and 'Plan' is as under :-

(Rs. in lacs)

RECURRING	BUDGET ESTIMATES	REVISED BUDGET ESTIMATES	BUDGET ESTIMATES
	2011-2012	2011-2012	2012-2013
<b><u>NON-PLAN</u></b>			
01) Salary Component	2545.78	2407.28	2607.49
02) Non Salary Component	1508.74	1647.24	1711.51
<b>TOTAL</b>	<b>4054.52</b>	<b>4054.52</b>	<b>4319.00</b>
<b>LESS : Internal Revenue General (I.R.G)</b>	750.00	1080.00	1080.00
<b>TOTAL (RECURRING)</b>	<b>3304.52</b>	<b>2974.52</b>	<b>3239.00</b>
<b><u>PLAN</u></b>			
Non -Recurring	1371.00	4412.50	3997.65
<b>TOTAL (NON-RECURRING)</b>	<b>1371.00</b>	<b>4412.50</b>	<b>3997.65</b>

The members of Finance Committee is requested to consider and approve the same.

**SUPPLEMENTARY ITEM NO. 01**

**FORFEITURE OF LTC CLAIM OF SH. SUKHINDER SINGH PUNIA, SENIOR PHYSICAL INSTRUCTOR AND RECOVERY OF ADVANCE IN LUMP-SUM ALONGWITH INTEREST DUE THEREUPON, UNDER CATEGORICALLY DEFINED LTC RULES**

Sh. Sukhinder Singh Punia, Senior Physical Instructor was allowed to avail LTC in lieu of LTC (Home Town) against the Block Year 2010-11 for visiting 'Pehalgam' (Jammu & Kashmir) alongwith his family members for 09 days from 27.09.11 to 05.10.11, vide Office Order No. Admn./4705-08 dated 16.08.11 **(Copy enclosed at Annexure – One – Page No. 03 )**. He was entitled to travel by Air in Economy Class from New Delhi or, Amritsar to any place in J&K by any airlines, subject to his entitlement being limited to LTC 80 Fare of Air India. Journey from his place of posting upto New Delhi/Amritsar was to be undertaken as per his entitlement. It is informed that he had performed his journey and completed on **04.10.2011**. It is also pertinent to mention here that Sh. Punia had also been availing his Earned Leave (EL) for joining the course work of Ph.D at Chaudhary Devi Lal University, Sirsa, Haryana from 12.09.11 to 29.12.11 and reported back on duty here in SLIET on 30.12.11.

Later on, Sh. Punia submitted his LTC Claim for Rs. 33,508=00 on **17.02.2012** for settlement of his sanctioned LTC advance of Rs. 54,000=00 and he deposited balance amount of Rs. 20,492=00 vide Receipt No. 38048 dated 17.02.12, on completing Earned Leave and joining back in SLIET, Longowal on 30.12.11, but after the lapse of Four and a half month approximately, from the date of completion of journey i.e. 04.10.11.

Under the LTC Rules, where advance is drawn, the final LTC Claim should be preferred within one month of the completion of return journey. If claim is not submitted by the claimant within one month, the entire advance becomes recoverable in lump-sum. In accordance with the provisions laid down in LTC Rule – 14, the right of a Government servant for reimbursement of LTC Claim stands forfeited or deemed to have been relinquished, if the claim for it is not preferred within three months of the date of completion of return journey **(Copy of Rule enclosed at Annexure – Two – Page No. 04)**. Rule says, where an advance has been drawn by a Government servant, the claim for reimbursement of the expenditure incurred on journey is required to be submitted within one month of the completion of the return journey. On a Government servant's failure to do so, she/he shall be required to refund the entire amount of advance forthwith in lump sum. No request for recovery of the advance in instalments shall be entertained. **(Copy of Rule-15 (vi) enclosed at Annexure – Three – Page No. 05)**

Since Mr. Punia has submitted LTC claim beyond stipulated time (one month /three months), his claim stands forfeited under LTC Rules. **LTC Rule-14** states that no relaxation shall be permissible, in this regard. In case of

violation of LTC Rules, the Head of the Institute is also authorized to charge the penal interest i.e. 2% above the rate of interest allowed by Government on Provident Fund balances **(Copy of Rules - XII (12) enclosed at Annexure - Four - Page No. 06)**

On receipt of information, Mr. Punia has submitted his request to condone the penal interest and to refrain from forfeiture of the claim for which he was quite unaware **(Copy of Request of Sh. S.S. Punia enclosed at Annexure Five - Page No. 07)** . He finally requested for condonation as follows:-

**(Amount in Rupees)**

Total advance drawn	54,000.00
Calculation of interest @ 10% on advance money of Rs. 54,000=00 for 143 from 27.09.11 to 17.02.12.	2,116.00
Gross Recoverable Amount	56,116.00
<b>Less :</b> Balance unspent amount already deposited by him (Vide Receipt No. 38048 dated 17.02.12)	20,492.00
<b>Net amount to be recovered</b>	<b>35,624.00</b>

In view of the provisions laid down in LTC Rules, as referred above, the request of Sh. S.S. Punia, Senior Physical Instructor for condoning the penalty is hereby placed for needful consideration of members of Finance Committee and order please.