

NOTES ON ITEM NO. 39.01

TO CONFIRM THE MINUTES OF THE 38th MEETING OF THE FINANCE COMMITTEE OF SLIET, LONGOWAL HELD ON 24.03.2012

The minutes of the 38th meeting of the Finance Committee of SLIET, Longowal held on 24.03.2012 were circulated among the members. A copy of the minutes is placed at **Annexure-“A ” – Page No. 11 - 14.** No comment is received from any member. Therefore, the minutes are placed before the Finance Committee for confirmation please.

NOTES ON ITEM NO. 39.02

Notes on ITEM NO. 39.02 (35.04, 36.02, 37.02 & 38.02)

Action taken report on the minutes of the 38th meeting of the Finance Committee of SLIET, Longowal held on 24.03.2012 (Kindly refer to Agenda at Page No. 12 of Annexure – “A”)

TO CONSIDER AND APPROVE THE PROCUREMENT OF NEW VEHICLE(S) FOR THE INSTITUTE

It is informed that Institute have an old Bus PB-13-E-9399 which was purchased in 1996 and completed 15 years life. The documents have been recently renewed upto 10.06.2013 by Motor Vehicle Inspector, Sangrur and Registration of this vehicle is under process and when the RC is received the vehicle can be operated for the purpose. However, as per Government of India rules a new vehicle can only be purchased whenever the old vehicle is written-off. The case for old bus for writing off/auctioned is in process and is being finalized by a committee already constituted for this purpose.

NOTES ON ITEM NO. 39.02

Notes on ITEM NO. 39.02 (35.04, 36.02, 37.02 & 38.02)

Action taken report on the minutes of the 38th meeting of the Finance Committee of SLIET, Longowal held on 24.03.2012 (Kindly refer to Agenda at Page No. 13 of Annexure – “A”)

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

It is informed that two meetings were held regarding start of ERP in the Institute. First meeting alongwith the experts from I.I.T, Delhi was held on 09.06.12 and 10.06.12. The second meeting was held with experts from I.I.T, Delhi and various vendors i.e. TCS, WIPRO, TCIL for presentation on dated 17.06.12 and 18.06.12. During the meeting various points were discussed about ERP and related services provided by these vendors, accordingly action is being taken. **(Details of meeting attached at Annexure – “B” Page No. 15 - 17).**

On the basis of recommendations of the expert committee, it has been proposed to invite the Expression of Interest for the ERP solution as per the bifurcation as below:-

1. Laying of Optical Fiber Cable
2. Biometric sensors
3. Surveillance Cameras
4. Internet
5. Academic ERP

Other modules will be taken-up in next phase(s) on priority and availability of funds.

Therefore, the progress, in this regard, is submitted for information of all the members of Finance Committee.

NOTES ON ITEM NO. 39.03

BUDGET ESTIMATES FOR THE YEAR 2012-13 UNDER HEAD PLAN & NON-PLAN AND SANCTIONED ISSUED BY MHRD, NEW DELHI FOR THE YEAR 2012-13

The Institute has prepared the Budget Estimates for the year 2012-13 under head Plan & Non-Plan as under :-

₹. In lacs	
BUDGET ESTIMATES 2012-2013	
(A) NON-PLAN	
RECURRING	
a) Salary Component	2607.49
b) Non-Salary Component	1711.51
TOTAL	4319.00
LESS : I.R.G	1080.00
TOTAL RECURRING	3239.00
(B) PLAN	
NON -RECURRING	3997.65
TOTAL (NON-RECURRING)	3997.65

Against the above requirement, the Government of India, Ministry of Human Resource Development has issued the Budget sanction vide MHRD Letter No. F. 10-5/2012 TS VII dated 03.05.2012 (Copy enclosed at Annexure – “C” Page No. 18 for ready reference) as under :-

₹. In Lacs			
Year	Plan	Non – Plan	Total
2012-13	1600.00	2786.00	4386.00

Further, it is informed that vide Institute Letter No. SLIET/A&A/2012/639 dated 28.05.12 (Copy placed at Annexure – “D” Page No. 19 - 20), the funds under head ‘Plan’ & ‘Non-Plan’ has been allocated to the Academic Department.

In accordance with allocation, Physical as well as Financial Targets under head ‘Plan’ has also been discussed and fixed-up for the next six months (April to September, 2012), so that projected expenditure may be met out satisfactorily and financial progress may be observed/shown at desired level (Copy placed at Annexure – “E” - Page No. 21)

The matter is placed before the members of Finance Committee for information please.

NOTES ON ITEM NO. 39.04**APPROVAL OF CARRYING FORWARD THE UN-SPENT BALANCE OF THE YEAR 2011-2012 UNDER THE HEAD PLAN/NON-PLAN TO FINANCIAL YEAR 2012-13**

Intimation regarding the un-spent balances of the year 2011-12 has already been sent to Government of India, MHRD vide Institute Letters No. SLIET/A&A/12/161-63 dated 15.05.12 & No. SLIET/A&A/12/164-66 dated 15.05.12 (Copy placed at Annexure – “F” Page No. 22 - 28). The detail of which is as under:

(₹. In lacs)

Particulars	Grant-in-Aid	
	<u>Non-Plan</u>	<u>Plan</u>
Balance of Grant-in-Aid (As on 01.04.12)	523.65	395.69

The matter is placed before the Finance Committee for information and its approval.

NOTES ON ITEM NO. 39.05**TO CONDEMN AND WRITE-OFF IRREPARABLE/CONDEMNABLE EQUIPMENTS/MACHINES**

It is informed that an Internal Technical Committee constituted by the Director at the Institute level to inspect the irreparable/condemnable equipments/machines of Departments inspected and recommended to write-off the machines/equipments which have become condemnable due to wear and tear as well as over-lived its prescribed life by around 10-15 Years. Further, the committee observed that equipments/machines are irreparable because the repair was not possible due to non-availability of spare parts of requisite make. The detail of such equipments as recommended by the Internal Technical Committee duly approved for condemnation and writing off, is given as under:

Order No. & Date bearing approval of Director of the Institute	Name of the Department	Book Value (Amount in terms of ₹.)
SLIET/C.Store/322 - 325 Dated 15.11.2011 (See at Annexure "G" Page No. 29	Training & Placement Section	1,220.00
SLIET/C.Store/583 - 586 Dated 21.02.2012 (See at Annexure "H" Page No. 30 - 31	SET Office	2,63,825.80
SLIET/C.Store/687 - 691 Dated 31.03.2012 (See at Annexure "I" Page No. 32	Transport Department	15,51,031.00
Total		18,16,076.80

In view of the recommendation of Internal Technical Committee and approval of the competent authority to condemn and Write-off the above mentioned machines & equipments for the above-mentioned book value, the matter is placed before the Finance Committee for kind approval.

NOTES ON ITEM NO. 39.06

MEDICAL REIMBURSEMENT CLAIM OF DR. PARMESH CHANDRA UPADHYAY, ASSOCIATE PROFESSOR IN ELECTRONICS DEPARTMENT FOR TREATMENT OF CANCER REQUIRING CONDONATION OF INORDINATE DELAY, AS PER THE REPORT OF INTERNAL COMMITTEE CONSTITUTE BY DIRECTOR, SLIET, LONGOWAL

Dr. Parmesh Chandra Upadhyay, Associate Professor in Electronics Department has been suffering from special disease of Cancer since 2010. Initially, he approached to Jaslok Hospital & Research Centre, Mumbai without having any referral note of the Authorized Medical Attendance/Medical Officer, SLIET, Longowal. As per Swamy's Compilation of Medical Attendance Rules, a Central Government employee or a member of his family may take treatment for special disease including Cancer at the nearest recognized Hospital private such treatment, subject to the condition that such treatment is recommended by the authorized Medical Attendant. Here, in this case treatment was undertaken in Jaslok Hospital & Research Centre, Mumbai directly without having any referral note of authorized Medical Attendant/Medical Officer, SLIET, Longowal. Jaslok Hospital & Research Centre, Mumbai and S.L. Raheja Hospital, Mumbai where the treatment was taken on subsequent stage are the Private unrecognized Hospitals, therefore, 'Emergency Certificate' was required from Dr. Upadhyay, which is still awaited and Dr. Upadhyay has been asked why he has not sought referral note of authorized Medical Attendant/Medical Officer, SLIET so as to justify the treatment in private unrecognized Hospital(s), as mentioned above.

Some of the medical claims submitted by Dr. Upadhyay were observed time-barred denoting inordinate delay in submission of about a year and more and claimed for reimbursement. Medical Rules in this case state that a person in serious nature of disease like Cancer may use his discretion for the treatment in Private Hospital also in case, no Government or recognized Hospital is available nearer to the private hospital. The Controlling Authority/Department may decide the merits of the case whether it was a case of real emergency, necessitating admission in a private unrecognized Hospital.

Director, SLIET, Longowal, under the circumstances, has constituted an Internal Committee for examining the merits of the case like condoning the inordinate delay and asking for "Emergency Certificate", if needed, from all the private Hospitals to justify the claim through the bills submitted by Dr. Upadhyay. The Minutes of meeting are herewith enclosed at **Annexure - "J" - Page No. 33** and subsequently a letter has also been moved to Dr. Upadhyay, with a view to produce 'Emergency Certificate' to clear the pending medical claims of all concerned Private Hospitals, as early as possible, vide letter No. SLIET/A&A/2012/274 dated 30.04.2012 (**Copy enclosed at Annexure - "K" - Page No. 34**)

The summary of Medical Claim accepted or rejected by the Institute for want of Codal formalities including 'Emergency Certificate' is **enclosed at Annexure – "L" – Page No. 35.**

All the members of Finance Committee are requested to consider the request of Dr. Upadhyay, to waive-off the condition of 'Emergency Certificate' and condoning the inordinate delay, for settlement of his Medical Claims. **(Copy of his written request is enclosed at Annexure – "M" Page No. 36).** His Medical Claims for want of above procedural formalities related to his treatment at Tata Memorial, Mumbai, Jaslok Hospital, Mumbai and S.L. Raheja Hospital, Mumbai may be settled accordingly.

NOTES ON ITEM NO. 39.07

SITTING FEE FOR EXTERNAL EXPERTS INVITED IN SELECTION COMMITTEES FOR TEACHING AND NON- TEACHING POSTS

During the course of Interviews for the post of Registrar/Finance Officer/Deputy Registrar recently held on 14.07.2012, the eminent external experts were called from different Institutions/organizations, for the Selection Committees and it was felt that the Sitting Fee paid by the Institute was at the low ebb, keeping their expertise and services rendered for the Institute in view. Therefore, it is proposed that the Sitting Fee may be considered to be paid @ ₹. 5000=00 per day (instead of ₹. 2000=00 per day, as approved in the 36th Finance Committee meeting held on 07.07.2011), for the external experts invited by the Institute in different Selection Committees for teaching and non-teaching posts.

Further, it is submitted that Sitting Fee may also, be approved for the eminent external experts in the Selection Committees recently held for the post of Registrar/Finance Officer/Deputy Registrar @ ₹. 5000=00 per day with effect from 14.07.2012, the date of the Interview **(A copy of verbal approval of Chairman, Board of Management is enclosed at Annexure – "N" – Page No. 37 for ready reference).**

The Sitting Fee for other categories and Road Mileage shall remain unchanged, as decided and approved in the 36th Finance Committee meeting held on 07.07.2011.

All members of Finance Committee are requested to consider and approve the same, as proposed above.

NOTES ON ITEM NO. 37.08

STATUS REPORT OF OLD OUTSTANDING ADVANCES PENDING FOR NEEDFUL ADJUSTMENT IN BOOKS OF ACCOUNTS

In order to get outstanding advances adjusted in our books of accounts, strenuous-efforts are made twice, every year and circulars are issued among all Advance Holders in all Academic Departments of the Institute. Resultantly, a good number of advances are adjusted every year in our books of Accounts. At the end of Financial Year 2011-12, as per Balance Sheet, advances worth ₹. 14,35,59,815.50 stand outstanding, against which advances to the tune of ₹. 34,72,074.00 were adjusted upto 31.08.2012. The remaining advances worth ₹. 14,00,87,741.50 are still left outstanding for which persuasion is continued. In case, the advance(s) sanctioned to CPWD, Ludhiana amounting to ₹. 13,54,36,381.00 are deducted from this amount, so left outstanding advances equivalent to ₹. 46,51,360.50 only, are left outstanding.

In this regard, six (06) letters have been written to In-charge Estate (Civil) for CPWD, Ludhiana including the latest one bearing No. SLIET/A&A/12/3029-31 dated 31.08.2012, with a request to arrange the bills from CPWD, Ludhiana along with work-wise detail of expenditure, at the earliest (**Copy enclosed at Annexure – “O” Page No. 38**). As soon as the bills alongwith detail of expenditure (work-wise) are received from CPWD, Ludhiana along with verification by In-charge Estate (Civil), the advances sanctioned in favour of CPWD, Ludhiana will be adjusted and the works will be capitalized in the Institute Books of Accounts.

Status report of outstanding advances, as on 31.08.2012, is summarized as under :-

Outstanding Advances as on 31.03.2012	14,35,59,815.50
Less : Adjustment made during first Quarter of Financial Year 2012-13 (01.04.12 to 31.08.2012)	34,72,074.00
Amount of outstanding advances left for adjustment	14,00,87,741.50
Less : Advances sanctioned in favour of CPWD, Ludhiana still stand outstanding (As if it is Adjusted)	13,54,36,381.00
Outstanding Advances as on 31.08.2012	46,51,360.50

The matter is placed before the members of Finance Committee for information please.

NOTES ON ITEM NO. 39.09

USING THE CONTINGENCY GRANT FOR TRAVELLING EXPENSES TO THE PH.D RESEARCH SCHOLARS STRICTLY AS PER GOVERNMENT OF INDIA, MINISTRY OF HUMAN RESOURCE DEVELOPMENT (MHRD) GUIDELINES

Previously in 37th Financial Committee meeting held on 22.11.2011, the Director of the Institute was authorized to resolve the matter of TA/DA and Contingency Grant to Ph.D Scholars, strictly as per MHRD guidelines. In this direction, one case of Mr. Manoj Kumar Gupta, Ph.D Scholar in Physics Department was decided and settled by the Director of the Institute. However, the guidelines for future were awaited to circulate among all the concerned. The Director, SLIET has formed an Internal Committee of Deans under his Chairmanship to deliberate this issue, in detail, in the interest of Ph.D. Scholars. The Committee has given its recommendations in the light of the provisions laid down in Government of India, MHRD Notification No. F. 25-2/2010-TS.II dated 30.09.2010 (**Copy placed at Annexure – “P” Page No. 39 - 41**) that Ph.D Scholars will not be paid any Contingency Grant. However, to promote research and disseminate knowledge in different scientific spheres, these scholars will be paid Sleeper Class Train Fare/Bus Fare alongwith Registration Fee. This Government of India MHRD Notification dated 30.09.10 will supersede all the earlier decisions and orders in this regard. (**Copy of Minutes of the Meeting is placed at Annexure – “Q” Page No. 42**).

The matter is placed before all the members of Finance Committee with a request to concur from the above and approve the decision taken by the Internal Committee constituted by the Director, SLIET, Longowal, so that it may be circulated widely among all the concerned.

NOTES ON ITEM NO. 39.10

TO APPROVE THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2011-12

The Annual Accounts of the Institute for the year 2011-12 have been finalized by the Institute, which are herewith placed at **Annexure – “R” (Page No. 43 - 106)** for kind perusal of the members of Finance Committee and its approval.

The Memorandum of Association and Rules of Business of SLIET Society envisage the Annual Audit of Annual Accounts of the Institute (including Balance Sheet, Receipt and Payment Account and Income and Expenditure Account) to the Comptroller and Auditor General of India (CAG) or, any other authority as decided by the Government of India. It is informed that the Government of India, MHRD, in consultation with the Ministry of Finance, re-entrusted the audit of Annual Accounts of SLIET to the CAG for a further period of 5 years from 2010-11 to 2014-15.

Accordingly, it is informed that Annual Accounts of the Institute (2011-12) have already been compiled and completed well before stipulated date i.e. 31.05.12 (as scheduled by MHRD) and Annual Government Audit of Annual Accounts (2011-12) have also been conducted by the Accountant General Audit (Punjab), Chandigarh, in time.

As soon as the Audit Report alongwith Audit Certificate for the year 2011-12 is received to the Institute, it will be placed in next Finance Committee for information please.