

MINUTES OF THE 44<sup>th</sup> MEETING OF THE FINANCE COMMITTEE OF SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY (SLIET), LONGOWAL (DEEMED UNIVERSITY) HELD ON 29.01.2016 (FRIDAY) AT 11:00 AM IN THE COMMITTEE ROOM, ADMINISTRATIVE BLOCK, S.L.I.E.T., LONGOWAL.

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The following members were present:-

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| 01 | Sh. Dilip Chenoy,<br>Chairman, SLIET, Longowal  | Chairman             |
| 02 | Dr. Dinesh Kumar Paliwal,<br>(Representative of Govt. of India, MHRD),<br>Deputy Educational Advisor (Technical),<br>Government of India, M.H.R.D,<br>Department of Higher Education, TS VII Section,<br>Shastri Bhawan, New Delhi. | Member               |
| 03 | Sh. Mohanbir Singh Sidhu,<br>Additional Director, Technical Education & Industrial<br>Training, Punjab, Chandigarh.   | Member               |
| 04 | Prof. V.K. Jain,<br>Director, SLIET, Longowal   | Member               |
| 05 | Prof. Pardeep Gupta,<br>(Nominee of BOM),<br>Dean (P&D), SLIET, Longowal  | Member               |
| 06 | Sh. Rakesh Mishra,<br>Dy. Registrar (Accounts & Audit),<br>SLIET, Longowal  | Member-<br>Secretary |

The following member could not attend the meeting:-

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|----|--|--------|
| 01 | Sh. Rajesh Singh,<br>(Representative of Govt. of India, MHRD),<br>Director (Finance), Government of India,<br>M.H.R.D., Department of Higher Education,<br>I.F. Division, Shastri Bhawan, New Delhi. | Member |
|----|--|--------|

ITEM NO. 44.01 TO CONFIRM THE MINUTES OF THE 43<sup>rd</sup> MEETING OF THE FINANCE COMMITTEE OF SLIET, LONGOWAL HELD ON 09.09.2015

The Minutes of 43<sup>rd</sup> meeting of Finance Committee were confirmed.

ITEM No. 44.02 ACTION TAKEN REPORT ON THE DECISIONS TAKEN BY THE FINANCE COMMITTEE IN 42<sup>nd</sup>/43<sup>rd</sup> MEETING HELD ON 09.09.2015

ITEM NO. 35.04 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  
to 42.04)

The Committee was informed about the final meeting, in this regard, is expected to be held during 17<sup>th</sup>-19<sup>th</sup> February, 2016 at SLIET. The Institute was advised to take due care and all inputs be provided to CIT Kokrajhar, in time so that the draft tender documentation may reflect the needs of the Institute and finalized accordingly.

ITEM NO. 41.05 & 42.02 PROPOSAL REGARDING ALLOCATION OF FUNDS TOWARDS VARIOUS NEW CIVIL WORKS AT SLIET, LONGOWAL

DY. Registrar (A&A) informed about the progress and settlement of actual outstanding advances against CPWD, Ludhiana. Further, the Director SLIET and Dean (P&D) have confirmed and endorsed that a sum of Rs. 1773.05 lakhs is settled by the Institute on the basis of Form-65 with necessary certification about EPF & Taxes etc. furnished by the CPWD, Ludhiana.

The Committee stressed upon the need to present the progress categorically, work-wise, incorporating the following additional information in tabular form as detailed below:-

Name of the work	Estimated Cost	Advance Sanctioned to CPWD	Completion Cost, if completed	Surplus /deficit	Work in progress Value upto January, 2016	Date of Start of Work	Due date of completion of work	Actual date of completion	Status of taken over of the completed work	Remark if any
1	2	3	4	5	6	7	8	9	10	11

The Deputy Educational Advisor, MHRD, New Delhi has further advised to Dean (P&D) to present over all status of work undertaken by CPWD showing work completed, taken-over, work-in-progress and its cost through the above mentioned table within two-weeks' time for information of all the members of Finance Committee. (Attached in Annexure-I)

ITEM NO.	(A) TO CONDEMN AND WRITE-OFF FURNITURE /OTHER
42.04 &	ITEMS
43.03	(B) TO CONDEMN AND WRITE-OFF OFFICE EQUIPMENTS

The Committee advised the Institute that the disposal of condemned and written-off Furniture and other Items/Office Equipments be undertaken positively by the end of Financial Year: 2015-16.

ITEM NO.	PERMISSION TO APPROVE AND EXECUTE THE DRAFT MOU WITH NATIONAL INFORMATICS CENTRE SERVICES INCORPORATED (NICSI), NEW DELHI FOR SETTING UP A CAMPUS WIDE NETWORKING AND MINI DATA CENTRE AT SLIET, LONGOWAL FOR SUPPORT THE I.T. INFRASTRUCTURE.
42.05	

The Committee was informed about the withdrawal of MOU with NICSI. Dr. Dinesh Kumar Paliwal, Deputy Educational Advisor (Technical), MHRD, New Delhi cautioned against the opening of a in-house server based Mini Data Centre. It was suggested to explore the option of a cloud based service, if required.

ITEM NO.	RE-CONSIDERATION AND CONTINUATION OF THE PROJECT ACTIVITIES UNDER THE ENTREPRENEURSHIP AND MANAGEMENT DEVELOPMENT PROGRAMME (EMD) SCHEME FOR THE FINANCIAL YEAR 2015-16.
43.06	

The Committee noted the lack of progress of the EMD scheme for the Financial Year 2015-16, as it was to be completed in the Winter vacation. The revised schedule should be worked-out and communicated expeditiously.

The committee requested that an up-date be provided for action taken for Agenda item no. 43.02. The Committee was informed that the a letter has been sent to the Ministry, giving detail of the

expenditure planned till December, 2015 and 67% of the total sanctioned amount has been spent till December 31, 2015.

The Committee also directed that the action taken report be prepared and circulated in a more robust manner.

ITEM  
NO.  
44.03

TO APPROVE THE AUDIT REPORT ALONGWITH AUDIT CERTIFICATE ON THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2014-15

Dy. Registrar (A&A) explained the Financial Progress and compliance of Audit Report, (SAR) 2014-15, received from Principal Director of Audit General (Central), Chandigarh. He reported that the Balance Sheet, Income & Expenditure Account and Receipt and Payment Account Financial Year: 2014-15 have been drawn in the format prescribed by the MHRD, New Delhi.

The management letter issued by Principal Director of Audit (Central), Chandigarh dated 05.10.2015, was also discussed during the meeting. Dr. Dinesh Kumar Paliwal, Deputy Educational Advisor (Technical) observed that the method of presentation of the accounts and the audit report need to be done, as per the normal format. The Committee enquired about the action taken and management response to the Audit observations during the Audit in 2014. It was observed that there is a continuation of an observation relating to classification of assets. The Committee desired to be briefed on the action taken and delay, if any, with reasons. He advised to present the progress and point-wise compliance of Management Letter dated 05.10.2015, in an annotated/tabular form with reply of the Institute, corresponding to each and every audit observation. It was agreed that the Institute reply in annotated/tabular form will be circulated among all the members of Finance Committee, alongwith minutes of meeting for their information. **(See in Annexure-II)**

ITEM  
NO.  
44.04

TO CONSIDER AND APPROVE THE REVISED BUDGET ESTIMATES (RBES) FOR THE FINANCIAL YEAR 2015-16 AND BUDGET ESTIMATES (BES) OF THE INSTITUTE FOR THE FINANCIAL YEAR 2016-17 UNDER HEAD 'NON-PLAN' AND 'PLAN'.

Members enquired if the impact of 7<sup>th</sup> Pay Commission had been considered while finalizing the budget estimate for 2016-17. Deputy Registrar (A&A) informed that only 02 components i.e. annual salary

Increment and Dearness Allowance (DA) factor have taken into consideration and no impact of 7<sup>th</sup> Pay Commission has been taken into consideration, in this regard.

Dr. Dinesh Kumar Paliwal, Deputy Educational Advisor (Technical), MHRD, New Delhi suggested to prepare the Budget Estimates on actual and realistic basis. He further, advised to submit the Revised Budget Estimate (RBEs) to the MHRD in the month of October every year, on the basis of six monthly financial progress, as on 30<sup>th</sup> September (April to September) for needful consideration.

During discussion, the Committee was informed that the Budget Estimates have been reduced, as in the past, the figures were not accurately projected. The Committee agreed with the observation of Sh. Mohanbir Singh, Additional Director, Technical Education, Punjab that the Institute Budget requires to be more rationalized.

Members also stressed the need to utilize the amounts sanctioned already. It was pointed out that unless this was done, further disbursements may not be made. This may result in severe cash flow issues for the Institute.

Dr. Paliwal suggested that the budget should be revised based on actual allocations in Budget 2016. The Revised Budget should be put up during the next meeting which should preferably be held in March, 2016. Prior to the meeting, the Institute should meet with the Ministry to understand the finances available and a revised budget drawn up.

It was agreed that the next meeting would be held in March, 2016.

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

Dilip Chenoy,  
Chairman, Finance Committee,  
SLIET, Longowal.



**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**LONGOWAL -148106, DISTT. SANGRUR, PUNJAB, INDIA**  
**(Established by Govt. of India)**  
**(Deemed University)**  
**Estate Office**

Ref.No. SLIET/EST/2016/4762-65

Dated: 02.02.2016

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From : Estate Officer  
To : DR (A&A)  
Subject : Information regarding completed/on-going works taken up by CPWD,  
Ludhiana.

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With reference to the IOL No. SLIET/A&A/2016/3281 dated 01.02.16, the required information regarding completed / on-going works taken up by CPWD, Ludhiana as deposit work has been prepared and enclosed herewith at Anennexure-'A'.

Encl: - A/a

*G Singh* 02/02/16  
Estate Officer

Copy to:-

1. Director, SLIET – kind for your information, please.
2. Dean (P & D)
3. File copy

IOL\_CPWD

Information regarding completed/on-going works taken up by CPWD, Ludhiana.

Sr. No.	Name of Work	Estimated cost (in lacs)	Advance Sanctioned to CPWD (in lacs)	Completion Cost, if completed (in lacs)	Surplus/ Deficit (in lacs)	Work in progress Value upto January, 2016 (in lacs)	Date of Start of Work	Due date of completion of work	Actual date of completion	Status of taken over of the completed work	Source/ action against surplus/ deficit regarding
1	2	3	4	5	6	7	8	9	10	11	12
1.	Construction Activities at SLIET Longowal— Digital Survey.	7.15	4.36	4.33	+0.03	--				Taken Over	+ indicates surplus and - indicates deficit
2.	C/o four lac liter capacity RCC overhead tank with staging height of 25m for SLIET at Longowal	91.00	69.63	41.05	+28.58	--	03.06.09	02.02.10	27.01.10	Taken Over	
3.	Construction of Three Seater Boys Hostel for 250 Boys at SLIET Longowal.	785.00	370.45	439.96	-69.51	--	21.11.09	20.11.10	14.11.10*	Taken Over	
4.	Construction of single seater boys hostel 250 capacity	1070.00	803.10	789.97	+13.13	--	07.12.10	06.12.11	21.12.12	Taken Over	
5.	Construction of class rooms & labs, etc along existing Mechanical Block, electronics Block, 24 Nos. Type-IV quarters and 12 nos. Type-V quarters at SLIET, Longowal.	1693.41	558.82	305.31	+253.51	--	11.01.12	06.10.12	13.08.13	Taken Over	Balance re-appropriated in other works
6.	Raising & Strengthening of existing boundary wall with concertina coils & M/S. Grills etc. for the financial year 2012-13 at SLIET, Longowal	190.57	190.57	192.43	-1.86	--	01.02.13	31.07.13	05.05.14	Taken Over	
7.	Construction/raising of Boundary Wall of Director's residence and Girls Hostel	149.99	147.99	149.29	-1.30	--	05.04.14	02.08.14	20.06.15	Work completed	
8.	Renovation of Bathrooms of Boys Hostel No.03, 04, 08 & Girls Hostel No.01	213.33	71.12	--	--	81.45	02.08.14	31.07.15	Work in progress	--	50% work completed

*Johny's*  
Estate Officer

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	12
9.	Renovation of Bathrooms of Boys Hostel No.01 & 02 and 05 & 06 at SLIET, Longowal.	157.14	51.86	-	-	110.41	05.08.14	31.01.15	Work in progress	-	60% work completed	
10.	Renovation of Bathrooms of Academic Buildings	156.59	52.20	-	-	108.26	08.08.14	03.02.15	Work in progress	-	70% work completed	
11.	Up-gradation of residence Type-II to T-V at SLIET, Longowal.	368.00	121.44	-	-	195.49	12.08.14	07.06.15	Work in progress	-	80% work completed	
12.	Construction of Road along boundary wall from Longowal Gate to Duggan Gate	531.59	177.16	-	-	44.77	07.10.14	06.04.15	Work in progress	-	60% work completed	
13.	Extension of School Building of Kendriya Vidyalaya i/c Internal Water Supply, Sanitary Installation and Internal Electrical Installation	534.69	178.23	-	-	188.29	02.04.15	28.03.16	Work in progress	-	60% work completed	
14.	Special repair of Auditorium Building (Civil + Electrical)	754.79	249.08	-	-	136.60	06.07.15	05.03.16	Work in progress	-	60% work completed	

*P Singh*  
Estate Officer



**Annexure-II**

**Compliance & Reply of Audit Para 2014-15 of the observation raised by the Principal Director of Audit (Central), Chandigarh vide Management Letter DO No.: PDA(c)/CE/SAR/2015-16/178, Dated 05.10.2015**

	Audit Para	Compliance of observations & Reply of the Institute
A.	<p><b>Consolidated Balance Sheet</b>  <b>Source of Funds</b>  <b>Current Liabilities &amp; Provisions (Schedule 20)</b>  <b>SLIET Main Account: Rs.2638.84 lakh (Schedule 3)</b>  <b>Research Projects &amp; Fellowships (Schedule 3A)</b></p> <p>Above includes a balance of Rs. 12.20 lakh related to AICTE Project of Shri Vinay Kumar (PI/AP) appearing since last year. These funds have been kept in saving bank account no. 2146, However, interest on the fund (worked out in Audit @3.5 percent per annum amounting Rs. 0.42 lakh) have not been credited to this fund. Non-crediting of interest to the relevant fund has resulted in understatement of Current Liabilities and overstatement of Interest earned by Rs. 0.42 lakh.</p>	<p>It is informed that the Institute has already credited the sum of Rs. 0.42 lakh to AICTE Project of Sh.Vinay kumar, (PI/AP) vide J.V. no. 2 for Rs. 0.42 lakh in the Financial Year: 2015-16. Hence, the compliance of the observation has been made by the Institute.</p>
B.	<p><b>Significant Accounting Policies and Notes to Accounts (Schedule 17)</b>  <b>Notes to Accounts</b></p> <p>Note No. 205 inter-alia states that "In the opinion of Board of Management, all the expenses and income upto 31.03.2014.....have been accounted for, on accrual basis....." The Note given needs to be reviewed as all the expenses and income upto 31.03.2015 (and not 31.03.2014) are required to be shown in the Annual Accounts for the year 2014-15.</p>	<p>It is submitted that due to typographical error, 31.03.2014 was mentioned inadvertently in place of 31.03.2015. The note has been reviewed and it is confirmed that all the expenses and incomes have been accounted for upto 31.03.2015 (and not 31.03.2014)</p>
C.	<p><b>General</b></p> <p><b>C.1 Non-compliance of observations pointed out through Management Letter for the year ended on 31<sup>st</sup> March, 2014.</b>  <b>Loans, Advances &amp; Deposits: (Schedule 26)</b>  <b>SLIET Model School: Rs. 0.73 lakh (Schedule S6)</b></p> <p>It includes the advance given to three employees for incurring expenditure for celebration of Annual Function of SLIET Model School out of which an expenditure of Rs. 0.66 lakh has been incurred. Non-adjustment of advances have resulted in understatement of "Excess of expenditure over the Income" and overstatement of Advances by Rs. 0.66 lakh.</p>	<p>The Advances given to 03 employees for incurring expenditure for celebration of Annual Function of SLIET Model School (SMS) have been reconciled and adjusted in related books of accounts during the Financial Year: 2015-16. Hence, the compliance of the observation has been made by the Institute.</p>

C.2	Schedule 4 relating to Fixed Assets, does not depict the total amount of assets in respect of categories such as Building, Plant & Machinery, Furniture & Fixtures and Library books.	As per the changed accounting proforma made available by the MHRD, New Delhi, the figures of Fixed Assets, are under reconciliation. It will be re-classified and re-grouped during the Financial Year: 2015-16 positively upto 31.03.2016.
C.3	In the accounts of the year 2014-15, account of Contributory Provident Fund has been separated from the Main SLIET Account (Grant in Aid 540) and has been annexed thereto. As per the CPF Balance Sheet, the closing balance as on 31.03.2015 was Rs. 3430.17lakh (Rs. 1630.06 lakh plus Rs. 1799.07 lakh plus Rs. 1.04 lakh), whereas as per the CPF broadsheet in respect of the employees of the Institute, this balance was Rs. 3412.85 lakh. Thus, the difference of Rs. 17.32 lakh between the Annual Accounts and CPF records (i.e. Broadsheets) needs to be reconciled.	<p>The Contributory Provident Fund Account was previously separated in the Financial Year 2014-15 from the consolidated Institute Account (SB Account # 540) and was annexed thereto. During the audit for the year 2014-15, the audit has observed that the closing balance of CPF Account as on 31.03.15 was Rs. 3430.17 whereas as per the CPF broadsheet, in respect of the individual employees of the Institute, the balance was Rs. 3412.85 lakh only and the difference was observed for Rs. 17.32 lakh by the Audit.</p> <p>On the advise of Audit, Institute examined the case and observed that it was the difference on account of interest which was included in CPF (consolidated) account but not shown in Broadsheet as it was the total of closing balances of CPF Individual accounts. Now, Institute has reconciled both the statements and equated, as per the requirement. The actual difference of Rs. 17.24 lakh instead of Rs. 17.32 lakh [Excess Interest Earned = (Interest earned on CPF Investment – Interest due to Subscribers) has been transferred to Interest Reserve Fund through J.V. # 557 in Financial Year: 2015-16, as a result of excess Interest received from bank on CPF Investment which was not actually due to the employees/subscribers.</p> <p>Hence, both the statements are equated and reconciled; thus the compliance of the audit observation has been made by the Institute.</p>