



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला  
National Institute of Technology, Rourkela

**MINUTES OF THE 25<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE, NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA HELD AT 11.30 A.M. ON 20.12.2013 (FRIDAY) IN THE CONFERENCE OF HALL, HOTEL SWASTI PREMIUM, BHUBANESWAR.**

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**Members Present:**

1. **Sri B. S. Sudhir Chandra** ... Chairman  
Director (Project & Planning) &  
Chairman, BOG, NIT, Rourkela,  
Bangalore Metro Rail Corporation Ltd  
3rd Floor, BMTC Complex  
K.H.Road, Shanthinagar, Bangalore.
2. **Prof. Sunil Kr Sarangi** ... Member  
Director  
National Institute of Technology  
Rourkela -769 008 (Odisha).
3. **Shri Rajesh Singh,** ... Representative of Joint Secretary  
Director (NITs),  
MHRD, Government of India  
Dept. of Higher Education  
Shastri Bhawan,  
New Delhi.-110 015
4. **Shri A. P. Thomas,** ... Representative of AS & FA  
Under Secaretery, Finance  
MHRD, Government of India  
Dept. of Higher Education  
Shastri Bhawan, New Delhi.
5. **Prof. (Ms.) Rintu Banerjee** ... Member  
Professor, Agriculture & Food Engineering  
IIT, Kharagpur.
6. **Prof. R. K. Patel,** ... Member  
Associate Prof., Department of Chemistry,  
N.I.T., Rourkela.
7. **Er. S. K. Upadhyay,** ... Member Secretary  
Registrar  
N.I.T., Rourkela.

**F.C-25 (2013)-01: Welcome to the members by the Chairman.**

*Chairman welcomed all the members to the meeting.*

**F.C-25 (2013)-02: Confirmation of the minutes of the 24<sup>th</sup> Meeting of the Finance Committee held on 20.09.2013 at Bhubaneswar.**

The minutes of the 24<sup>th</sup> Meeting of the FC were sent to the members vide letter No.NITR/RG/BOG-36/988, dt:10.10.2013. No comments have been received from any members.

*The FC confirmed the minutes.*

**F.C-25 (2013)-03: To report on the Action Taken on the minutes of 24<sup>th</sup> meeting of the Finance Committee held on 20.09.2013 at Bhubaneswar.**

The report on the action taken on the decisions made in the 23<sup>rd</sup> Meeting of the Finance Committee held on 20.09.2013 was presented for FC's consideration.

*The FC noted the proposal.*

[Annexure- A1, Pg.3 -27]

**F.C-25 (2013)-04: Discussion on the CAG Audit Certificate cum Audit Report on the Accounts of the Institute for the year 2012- 2013.**

The CAG Audit Certificate-Cum-Audit Report on the Accounts of the Institute for the year 2012-2013 of the Institute was given in the Annexure for consideration by the FC.

*The FC noted the proposal.*

[Annexure- A2, Pg. No. ]

**F.C-25(2013)-05: Policy for creation of Staff Welfare Fund for the Employees of the Institute.**

*In the Deans and HODs meeting held on 04.09.2013, it was decided that Staff Welfare Fund may be created for the employees of the Institute. Further, it was decided each employee is required to contribute the following amounts :*

- i) PB-3, PB-4 and HAG Scale ... Rs.100/- p.m. &*
- ii) PB-1 & PB-2 scale ... Rs.50/- p.m.*

*The opinion from the employees was sought for the above purpose. Few suggestions supporting the creation of the Staff Welfare Fund were received.*

*Detailed policy regarding the constitution of the committee and management of the fund is given below.*

**Policy for creation on Staff Welfare Fund:**

**1. Constitution of Committee**

Dean (AR)

- Chairman

<i>One Internal Board Member nominated by Director</i>	-	<i>Member</i>
<i>One Nominee of Teacher's Association</i>	-	<i>Member</i>
<i>One Nominee of Staff Association</i>	-	<i>Member</i>
<i>One Women employee to be nominated by Director</i>	-	<i>Member</i>
<i>Dy. /Asst. Registrar (FA)</i>	-	<i>Member</i>
<i>Dy. /Asst. Registrar (ES-I)</i>	-	<i>Member Secretary</i>

## **2. Duties and Responsibilities of the Committee**

- a) *The committee may recommend for donation to PM's or CM's relief fund at the time of any calamity. Member Secretary of the committee will put up the proposal to the Director through Registrar for approval.*
- b) *The Committee either on its own or on receiving any proposal/application from any employee may consider to provide financial assistance to the employee in need e.g:*
  - I) *To meet partial/additional expenses required for treatment of injury met while on duty.*
  - II) *To meet immediate expenses such as funeral, etc in case of death of any employee.*
  - III) *To meet the cost of higher education in distress situations.*  
*All cases are to be sanctioned by the Director.*

## **3. Administrative Functions**

*All administrative functions like meeting of the committee, processes of proposals/applications, issue of office order etc. will be looked after by Establishment-I office.*

## **4. Accounting and Auditing**

*Finance & Accounts will manage deduction, investment, disbursement, and accounting of the fund and will prepare separate statement of accounts annually which will be audited by the Institute auditor.*

*The FC approved the proposal with modifications.*

**[Annexure- A3, Pg. No. ]**

**F.C-25(2013)-06:**

**Proposal for enhancement of student grant from Rs.60,000/- to Rs.80,000/- for attending International Conference from the Institute Fund.**

*It was recommended by the 118<sup>th</sup> Deans and Heads of meeting, dt.04.09.2013 to enhance student grant from Rs.60,000/- to Rs.80,000/- for attending International Conference from the Institute Fund.*

*Since there is a substantial increase in the International Air fares and there is a depreciation of rupee, the FC recommended that the student will be paid up to 50% of the total expenditure or Rs.1,00,000/-, which ever is less for attending the International Conference. Student may be permitted to supplement this support by grants from National Agencies like DST, DBT, CSIR and from FDF of their supervisions and from project funds if not objected to by the sponsors.*

**[Annexure- A4, Pg. No. ]**

**F.C-25 (2013)-07: Any other item with the permission of the Chair.**

**1) Application of Mr. P.K. Panda, Dy. Registrar (F&A) for reimbursement of reallocation charges at the time of joining in the Institute.**

Mr. P.K. Panda, Dy. Registrar (F&A) joined in the Institute in Aug. 2008. He was working with Indian Law Institute, New Delhi (under Law Ministry, Govt. of India). In his appointment letter, it was written that reallocation charges will be reimbursed as per Institute rules from Delhi to Rourkela. As per Govt. of India rules, reallocation charges is applicable for all Govt. servants moving from one post to another post through selection under open interview. At the time of joining of Mr. Panda, this facility was available only to faculty members coming against open selection. Subsequently the rule has been amended vide BOG resolution No.BOG-35(2013)-06, dt.21.06.13 to include officers also. The application of Mr. P. K. Panda is pending since his joining. Mr. P.K. Panda has appealed to BOG for reimbursement of his reallocation charges Rs.28,991- (Rupees twenty eight thousand nine hundred ninety one only) as a one time consideration.

The questions arising here include (i) applicability of the reimbursement clause with retrospective effect and (ii) applicability to other Institute employees who have not take the initiative to apply for reimbursement but may apply if a precedence is created.

*The FC did not approve the proposal.*

**[Annexure- A5, Pg. No. ]**

**2) Staff Car facility or Transport Allowance in lieu thereof for Officers drawing grade pay Rs.10,000/- and above.**

As per Govt. of India rules, "Officers of the rank of Joint Secretary and above and the Heads of the Departments of the Central Government in the Senior Administrative Grade may at their option, avail the facility of using the staff cars for journeys from residence to office and back or opt for drawing Transport Allowance. If they opt for using the staff car, they need not make any payment but they will not be entitled to transport allowance. If they opt for drawing Transport Allowance, the facility of staff car will be withdrawn from the date of their option (Swamy's Handbook, Clause.4, Pg. No.206)". Further, Officers drawing grade pay of Rs. 10,000/- and those in HAG + Scale provided with staff car for commuting between office and residence can have the option to retain the facility or to draw Transport Allowance at Rs. 7,000/- p.m. plus DA thereon. If they opt for Transport Allowance, the

staff car facility will be withdrawn from the date they opt for the allowance” (Swamy’s Handbook, Clause.04, Pg. No.212).

Registrar has requested for extension of the above facility. Registrars of IITs, and other Central Universities have been granted the said facility in their Institutes. The questions relevant to this item are:

- a) provision of Govt. of India rule under reference, and
- b) Whether faculty members (i.g. Professors) drawing AGP of Rs.10,000/- are covered under the same clause

*The FC considered the proposal for using staff car for Officers having GP Rs.10,000/- and above and having functional requirement. In view of the staff car facility being given to Registrars at Central Universities, IITs and other Institutes of National Importance, it was decided that the proposal would be sent to MHRD for further action.*

*The meeting ended with thanks to the Chair.*

**(S.K. Upadhyay)**  
Registrar and Secretary  
Finance Committee, NIT., Rourkela

**(B. S. Sudhir Chandra)**  
Chairman  
Finance Committee , NIT Rourkela