



**National Institute of Technology**  
**Rourkela – 769 008 (Orissa)**

**MINUTES OF THE 10<sup>TH</sup> MEETING OF FINANCE COMMITTEE, NIT ROURKELA HELD  
IN BOARD ROOM OF THE INDIAN METALS & FERRO ALLOYS LIMITED, IMFA  
BUILDING, RASULGARH, BHUBANESWAR AT 11.30 A.M. ON 28.05.2007**

Dr. B Panda, Chairman, Board of Governors and Finance Committee chaired the meeting.

The following members attended the meeting.

**Members Present:**

- |    |  |     |                           |
|----|--|-----|---------------------------|
| 1. | Dr. Bansidhar Panda<br>Chairman, IMFA Group,<br>Bhubaneswar.   | ... | Chairman                  |
| 2. | Prof Sunil K Sarangi<br>Director, NIT Rourkela   | ... | Member                    |
| 3. | Mr. B.K. Ray,<br>Asst. Financial Adviser<br>Director, Finance<br>MHRD., Govt. of India<br>Dept. of Secondary & Higher Education<br>Shastri Bhawan, New Delhi – 110 001 | ... | Representative of<br>F.A. |
| 4. | Prof. P.K.J. Mohapatra<br>Professor, Industrial Engg. & Management<br>IIT Kharagpur  | ... | Member                    |
| 5. | Prof. G. S Rath<br>Professor (ECE)<br>NIT Rourkela   | ... | Member                    |
| 6. | Mr. S.K. Upadhyay<br>Registrar & Secretary FC,<br>NIT Rourkela   | ... | Member & Secretary        |

**Members who could not attend the meeting:**

- |    |  |     |        |
|----|--|-----|--------|
| 1. | Mr. Madan Mohan<br>Director, MHRD (NITs)<br>(Department of Secondary & Higher Education)<br>Shastri Bhwan,<br>New Delhi – 110 001. | ... | Member |
|----|--|-----|--------|

Leave of absence was granted to all the absentees.

**F.C- 10 (2007)-1 :** **Welcome to the members by the Chairman.**

The Chairman welcomed all the members.

**F.C- 10 (2007)-2 :** **Confirmation of the minutes of the 9<sup>th</sup> Meeting held at IMFA, Bhubaneswar. No comments were received from the members. The Board in its 12<sup>th</sup> meeting held on 09.02.2007 approved the Minutes of the 9<sup>th</sup> meeting of the Finance Committee held at IMFA Board Room, Bhubaneswar on 20<sup>th</sup> September 2006.**

The Minutes of the 9<sup>th</sup> Meeting were confirmed.

**\F.C-10 (2007)- 3 :** **To report on the Action Taken on the minutes of 9<sup>th</sup> meeting of the Finance Committee held on 20<sup>th</sup> September 2006 at IMFA Board Room, Bhubaneswar**

The Reports on the action Taken on the minutes of 9<sup>th</sup> meeting of the Finance Committee held on 09.2.2007 were discussed and approved.

[Annexure-I]

**F.C-10 (2007)- 4 :** **To approve the Statement of Accounts for the year 2006 – 2007.**

**The Statement of Accounts for the year 2006 -07 is presented for approval.**

The Statement of accounts for the year 2006-07 was presented and approved. A copy of the Statement of Accounts will be sent to CAG for audit. Director was advised to complete the audit work and submit the annual report to MHRD as per schedule.

[Annexure – II]

**F.C-10 (2007)- 5 :** **Proposal for a policy on reimbursement of book allowance and professional membership fee to faculty.**

**The BOG Meeting vide resolution No.BOG-12(2007)-25/2 dt. 09.02.2007 had approved reimbursement of expenses towards purchase of books up to Rs.1000/- per annum for the faculty members. It is proposed that this figure is increased to Rs.4000/- per annum as that of IITs and several NITs. For costly books, a faculty member may claim the difference in the next financial year. Expenses cannot be carried forward beyond one year. Professional membership fee may be given 75% of the actual membership fee, subject to a limit of Rs. 5000/-. The difference if any may be claimed from contingency grant of sponsored research projects, where the faculty member is an investigator.**

**Finance Committee may approve.**

Finance Committee approved the reimbursement of Book allowance of Rs.3000/-per annum and professional membership fee of 100% of one professional body subject to a limit of Rs.5000/- per annum for all faculty members.

**F.C-10 (2007)- 6 :** To provide mobile and land phone facilities to Faculty, Administrative staffs and Secretary to Director and Registrar.

In order to motivate and retain the faculty members it is felt that the facilities should be extended as that of IITs and other comparable Institutions. All the faculty members and officers are given telephone allowance of Rs. 750/- per month. A comprehensive proposal of telephone allowance for faculty members and other officials is proposed as follows :

Name	Telephone allowance
HODs and faculty members	Rs.750/- p.m.
Medical Officers, Dy. Registrar, Finance Officer.	Rs.500/- p.m.
Asst. Registrars, Asst. Librarian & Secretary to Registrar	

**Finance Committee may approve the above.**

The Finance Committee approved the following w.e.f. 1<sup>st</sup> June, 2007.

Name	Telephone bill reimbursement at Residence.
Deans and HODs	Rs.750/- p.m. for the Institute telephone provided at residence.
All Faculty members, Medical Officers, Dy. Registrar, Finance Officer, Asst. Registrars, Asst. Librarian, EDP Coordinator & Secretary to Registrar	500 units per month will be made free and the balance amount will be deducted from the monthly salary as per NIT Telephone Exchange record.

The mobile charges for Secretary to Director and other officers will be reimbursed as before. The residence telephone charges for Director and Registrar will be paid as per actual as before.

**F.C-10 (2007)- 7 :** To revise stitching charges payable to Group D & Security Staff

The existing stitching charges for Class-IV employees is enforced for so many years. Since the market rate has increased considerably the class-IV employees have given representation to increase the stitching charges.

**Finance Committee may approve the stitching charges for the following.**

Sl.No.	Description	Existing rate	Proposed Rate
1.	T.C. Full Pant	Rs.68.25	Rs.100.00
2.	T.C. Full Pant	Rs.68.25	Rs.100.00
3.	Woolen Full Pant	Rs.68.25	Rs.120.00
4.	Woolen Full Pant	Rs.68.25	Rs.120.00
5.	Woolen Full shirt	Rs.40.00	Rs. 60.00
6.	T.C. Full Shirt with four pocket & shoulder strip	Rs.48.00	Rs. 70.00
7.	T.C. half shirt with chest pocket & shoulder	Rs.29.50	Rs. 35.00
8.	Blouse	Rs.22.00	Rs. 35.00

The Finance Committee did not approve the above proposal for increasing the stitching charges.

**F.C-10 (2007)- 8 : To approve the proposal of Liveries for the employees.**

**A comprehensive proposal for liveries of employees of NIT Rourkela is proposed in line with the policy of the Government of India.**

<b>Categories of the Employees</b>	<b>Items</b>	<b>Amount</b>
Attendants (All Group "D" Staff except Security Staff)		
	<b>Male</b> Terry Cotton full pant & Polyvastra or Terry Cotton half sleeve bush shirt, both of same colour and shade	2 pairs in 2 years
	Chappal	1 pair in every year
	<b>Female Staff</b> Saree (White with blue border) Blouse Petty Coat Chappal	2 pairs In 1 year 2 pairs in 1 year 3 nos. in 1 year 1 pair In every year
<b>Extra for cleaning staff engaged in Institute building and other staff given night duty (for both male &amp; female)</b>	Woolen full Sleeve Jersey / Sweeter	One pair in two years
<b>Drivers</b>	Terry Cotton full pant (White) Terry Cotton full sleeve bush Shirt(White) Shoes and socks	2 pairs in 2 years 2 pairs in 2 years 1 pair in 2 years
<b>Security Personnel</b>	Terry Cotton full sleeve bush shirt Terry Cotton full pant Leather shoes Shocks	2 pairs in 2 years 2 pairs in 2 years 1 pair in 2 years 2 pairs in 2 years
	<b>Winter Liveries</b> Woolen Full Pant and Woolen Full Sleeve Shirt (Khaki) Woolen Over Coat Woolen Monkey Cap Woolen Socks	1 in 2 years 1 in 5 years 1 in 5 years 2 pairs in 2 years
<b>Security Officer</b>	Terry Cotton full pant (Khaki) Terry Cotton full sleeve bush shirt(Khaki) Kulla Leather shoes and socks	2 pairs in 2 years 2 pairs In 2 years 1pair in 2 years 1 pair in 2 years
	<b>Winter Liveries</b> Woolen pant and woolen full Sleeve shirt Woolen Socks Over Coat	1 pair in 2 years 2 pairs in 3 years 1 no in 5 years
<b>Safety shoe for employees working in Electrical installations &amp; Laboratories</b>	Safety shoe	1 pair in every year

**It will be mandatory for all staff members to use liveries issued to them, failing which they may be marked absent. For repeat offenders, the cost of liveries will be recovered from salary.**

**Finance Committee may consider the proposal.**

The Finance Committee approved the above proposal for Liveries for Group-D, Security and Electrical Staff. But Director was advised to ensure that all the employees should use uniform provided to the employees. In case they do not use, the uniforms will be canceled.

**F.C-10 (2007)- 9: Rate Contract for hiring taxi**

**Open tenders were issued and the quotations were scrutinized by a Committee. The following rate contract was finalized with four registered taxi owners for a period of one year w.e.f. May 1, 2007.**

<b>NEME OF VEH.</b>	<b>TO &amp; FRO CHARGES FROM RLY.STN TO INSTITUTE</b>	<b>HALTING CHARGES IN RLY. STATION PER/HR</b>	<b>HALF DAY CHARGES (4 HRS)</b>	<b>FULL DAY CHARGES (8 HRS)</b>	<b>CHARGES FOR BEYOND HALF / FULL DAY PER HR.</b>	<b>CHARGES AFTER FREE TRAVELLING PER KM</b>
INDICA AC	150/-	30/-	250/- 32 km free traveling	400/- 50 km free traveling	30/-	5/-
INDICA NON AC	130/-	20/-	200/-	350/-	25/-	4/-
INDIGO AC	200/-	30/-	300/- 32 km free traveling	600/- 50 km free traveling	30/-	5/-
INDIGO NON AC	150/-	20/-	250/- 32 km free traveling	500/- 50 km free traveling	25/-	4/-
BOLERO AC	200/-	30/-	400/- 32 km free traveling	600/- 50 km free traveling	30/-	5/-
BOLERO NON AC	150/-	20/-	250/- 32 km free traveling	475/- 50 km free traveling	25/-	4/-
AMBASSADOR NON AC	150/-	20/-	180/- 32 km free traveling	280/- 50 km free traveling	25/-	4/-

The Finance Committee approved the above rate contract for hiring taxies.

**F.C-10 (2007)- 10: Review of budget provision for ongoing and new projects**

**A list of ongoing and new projects (Civil and Electrical) is presented for review and approval of finance committee**

The Finance Committee noted the ongoing and new Projects (Civil and Electrical). It was advised by the Committee to set up a proper monitoring system to complete the projects in time.

**(Annexure –III)**

The meeting ended with thanks to the Chair.

**S. K. UPADHYAY**  
REGISTRAR & SECRETARY  
FINANCE COMMITTEE

**DR. B. PANDA**  
CHAIRMAN  
FINANCE COMMITTEE