

**THE X<sup>th</sup> MEETING  
OF  
THE FINANCE COMMITTEE**

**NATIONAL INSTITUTE OF  
TECHNOLOGY MEGHALAYA**

**MINUTES**

DAY : Thursday  
DATE: 20.10.2016  
TIME: 5 pm  
VENUE: The Conference Hall  
IIT Guwahati Guest House  
Guwahati

## NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

### MINUTES OF THE TENTH MEETING OF THE FINANCE COMMITTEE HELD ON 20<sup>th</sup> OCTOBER, 2016

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The X<sup>th</sup> meeting of the Finance Committee of NIT Meghalaya was held on 20<sup>th</sup> October, 2016 at 5.00 p.m. in the Guest House of IIT Guwahati in the presence of the following members:

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|---|----------------|
| 1. Prof. D. K. Saikia<br>Director, NIT Meghalaya                  | - Chairman     |
| 2. Prof. P. K. Bora<br>IIT Guwahati                               | - Member       |
| 3. Shri W. Roy<br>Meghalaya Power Carriers (I) Pvt. Ltd, Shillong | - Member       |
| 4. Shri Sanjeev Sharma, Director (NITs),                          | - MHRD Nominee |

Shri Sharma attended the meeting through Skype.

The IFD section of MHRD sent its observations on the agenda items.

At the outset the Chairman welcomed the members to the X<sup>th</sup> meeting of the Finance Committee. The agenda of the meeting was taken up for discussion.

#### **Item No. 1: Confirmation of the Minutes of the IX<sup>th</sup> Meeting of the Finance Committee of the Institute held on 28.07.2016**

The Minutes of the IX<sup>th</sup> Meeting of the Finance Committee of the Institute was circulated amongst the members of the Committee for their comments/ observations. After discussions the Committee resolved to confirm the minutes as circulated.

**R1/FC-X/2016:** The Finance Committee **RESOLVED** that the Minutes of the IX<sup>th</sup> meeting of the Finance Committee be **CONFIRMED** as circulated.



**Item No. 2: Action Taken Report on the Decisions IX<sup>th</sup> meeting of the Finance Committee**

The actions taken on the decisions of the IX<sup>th</sup> meeting of the Finance Committee were circulated along with the agenda of the X<sup>th</sup> meeting. The Committee discussed and noted the actions taken.

The Committee was informed that the Audit Report for FY 2015-16 did not have any major observations and final report from the office of the Accountant General, Shillong is expected within a week. The same will be circulated among the members for recommendation to the Board.

**R2/FC-X/2016:** The Finance Committee **NOTED** the actions taken on the decisions of IX<sup>th</sup> meeting of the Finance Committee held on 28.07.2016.

**Item 3: Revised Budget Estimates for FY 2016-17**

Based on expenditure trends in the first two quarters it was proposed to revise the Budget Estimates for the FY 2016-17 as follows:

Sl. No. & Code	HEAD OF ACCOUNT	Budget Estimates 2015-16	Actual Expenditure 2015-16	Budget Estimates 2016-17	Actual 2016-17 up to 30 Sep'16	RE 2016-17	Reason for Variation
1-EQP	Equipment, Teaching Aids & Software	800.00	857.22	1000.00	171.78	800.00	Reduced due to lower fund receipt.
2-FRN	Furniture	150.00	89.09	150.00	59.05	150.00	
3-CON	Construction- Boundary Wall, Buildings etc.	9000.00	2059.93	22000.00	3007.00	15000.00	Reduced due to lower fund receipt
4-ACS	Architectural Consultant, Soil Testing etc.	150.00	63.91	150.00	61.49	150.00	Merged with 3-CON
5-PAY	Pay & Allowances	750.00	789.40	1500.00	412.61	1200.00	Delay in implementation of 7-CPC
6-SOS	Security, Catering & Other Outsourced Services	200.00	122.73	200.00	73.39	300.00	
7-RMT	Repairs & Maintenance	80.00	117.28	100.00	12.02	100.00	
8-RNT	House Rents (Building Hiring Charges)	350.00	348.39	400.00	103.10	450.00	Pending dues of 2015-16
9-CAD	Consumables – Academic Departments	35.00	7.98	25.00	10.27	25.00	
10-ROC	Recurring Office Contingency	35.00	9.87	20.00	6.06	25.00	
11-RAD	Recurring Contingency-Academic departments	10.00	27.35	10.00	10.65	20.00	
12-RJN	Research Journals	75.00	49.91	75.00	0	100.00	
13-LBK	Library Books	60.00	63.07	75.00	0.38	60.00	
14-SSC	Student Scholarships	150.00	193.48	300.00	108.85	400.00	
15-SAC	Students Activity	35.00	24.33	40.00	6.84	50.00	
16-OAC	Other Acad. Exp., Exams. etc.	50.00	46.89	30.00	4.52	50.00	



17-TEX	Travel Expenses	30.00	11.52	40.00	5.23	40.00
18-CTR	Communication & Transportation	120.00	119.75	200.00	43.43	200.00
19-PFR	PF and Retirement Benefits	60.00	46.64	75.00	21.25	75.00
20-LAD	Loans & Advance	10.00	0.00	50.00	0	50.00
21-REX	Recruitment Expenses	50.00	21.00	30.00	11.10	50.00
22-MIC	Miscellaneous Expenses	50.00	76.68	50.00	30.17	50.00
23-MED	Medical Expenses	10.00	15.98	25.00	4.17	25.00
24-VEH	Vehicle Expenses	0.00	0	30.00	16.92	20.00
25-CNV	Convocation Expenses etc.	25.00	16.03	30.00	17.94	30.00
26-SRG	Start-up Research Grant	0.00	0.00	50.00	0	50.00
	<b>TOTAL-</b>	<b>12285.00</b>	<b>5188.44</b>	<b>26465.00</b>	<b>4198.22</b>	<b>19500.00</b>

After due deliberations the Finance Committee decided to recommend the revised budget estimates for approval by the Board of Governors.

**R3/FC-X/2016:** The Finance Committee **RESOLVED** to **RECOMMEND** the Revised Budget Estimates of the Institute for the financial year 2016-17 as proposed for approval by the Board of Governors.

#### **Item 4: Monthly CUG Bill Ceiling Amount for Institute Employees**

The Director explained to the Committee that due to the temporary nature of the campus with the facilities such as the hostels etc. spread all over the city it is not possible to manage an intercom facility for all the facilities. It is also necessary to have extensive outsourced services such as water supply, transport, catering, security etc. which also require extensive telecommunication services. When the Institute started, official telephone connections were not provided to anyone. The matter of reimbursement of telephone bills to designated officials was taken up by the BOG in its second Meeting held on 23.03.2013. The BOG approved, vide Resolution No.R9F/BOG-II/2013, that telephone bill reimbursement to designated officials will be as follows:

A.	Director	: ₹ 2,000/- p.m.
B.	Registrar	: ₹ 1,000/- p.m.
C.	HODs, Hostel Wardens, Faculty In-charge, Deputy Registrar, Asst. Registrar and Officers of equivalent rank	: ₹ 750/- p.m.
Further, reimbursement of telephone bills to the faculty members will be as per Government of India norms or as prevalent in other NITs.		

As the Institute grew, the necessity of providing telephone connections was felt. It was decided then that all employees with Grade Pay of ₹4200/- and



above would be provided with a Closed User Group (CUG) SIM card and a mobile set (if required). The BOG resolution above did not consider the amount of reimbursement to Group-B employees and no definite norms of reimbursement to faculty were also available. Therefore, before implementation of the CUG in the Institute, the Director approved on 20.08.2013 the monthly bill ceiling amount (including monthly fixed charges) for employees as shown in the table below. BSNL was contacted to provide the CUG mobile service and it was started w.e.f. November 2013.

Subsequently, Professors and Associate Professors joined the Institute and Associate Deans were also appointed. The Director, on 25.02.2015 fixed the monthly ceiling for reimbursement of telephone bills to these employees as shown below:

1.	Deans and Associate Deans	: ₹ 1,000/- p.m.
2.	Professors and Associate Professors	: ₹ 750/- p.m.
3.	Employees with GP of ₹ 5400/- and above	: ₹ 500/- p.m.
4.	Employees with GP of ₹ 4200/- up to ₹ 5400/-	: ₹ 159/- p.m.

We have now received requests from faculty members holding two additional designated posts, e.g. Warden and HOD or Associate Dean and HOD, to consider increasing their monthly ceiling amount because the approved ceiling of ₹ 750/- p.m. is not adequate. Similarly, the Group-B staff find that their monthly ceiling amount of ₹ 159/- p.m., which is the fixed monthly charges only, is not adequate because they have to make calls not only within the group but also to vendors, Institute vehicle drivers, bus service provider, bus drivers, hostel Caretakers, Cleaners, suppliers, etc. outside the group and, therefore, incur high CUG bill recovery every month.

The hostel caretakers too need to make frequent calls to warden, caterer, water supplier etc. Hence they also need to be compensated.

To streamline the process for reimbursement of mobile bills, it is proposed to fix the monthly ceiling amount for CUG bills as follows:

1.	Director	: ₹ 2,000/- p.m.
2.	Deans and Associate Deans	: ₹ 1,000/- p.m.
3.	Professors and Associate Professors	: ₹ 750/- p.m.
4.	Registrar, Librarian and employees with GP of 10,000/- and above (6 <sup>th</sup> CPC) or Level 14 and above (7 <sup>th</sup> CPC)	: ₹ 1,000/- p.m.
5.	HODs, Wardens, Associate Wardens, Faculty In-charge, Deputy Librarian, Deputy Registrar, Executive Engineer, Asst. Librarian, Asst. Registrar and Officers of equivalent rank	: ₹ 750/- p.m.



6.	Faculty members holding two additional designated posts	: Amount for one + 30% of the second
7.	Faculty members not holding any designated post	: ₹ 500/- p.m.
8.	Employees with GP of ₹ 4200/- up to ₹ 5400/- (6 <sup>th</sup> CPC) or Level 6 to Level 9 (7 <sup>th</sup> CPC)	: ₹ 300/- p.m.
9.	Hostel caretakers	: ₹ 300/- p.m.

The Board was requested to consider and approve the ceiling amounts for reimbursement of monthly CUG bills to the Institute employees as described above.

Ministry representative Shri Sharma requested that he be allowed to check the Govt. rules on the matter and revert back to the institute. The Board decided to wait for an input from the ministry before any further decision is taken on the matter.

**R4/FC-X/2016:** The Finance Committee **RESOLVED** to **DEFER** a decision on the matter till the next meeting.

#### **Item 5: Contingency Grant Rules for PhD and M. Tech Scholars**

The recommendation of the Research Committee of the Institute for a set of rules for contingency fund support for the M. Tech and PhD scholars in line with those followed in other premier institutions was circulated among the members along with the agenda items for consideration of the Committee.

The Committee members observed that it is better to consider reimbursement of expenses for attending conferences, symposiums, workshops etc. on case to case basis depending upon merit instead of specifying a fixed ceiling. Also, cost of stationeries like paper, printer cartridges etc. may not be reimbursed under contingencies. Mr. Sharma suggested that the Institute sends a proposal to the Ministry which the ministry will notify the same after due approvals.

**R4/FC-X/2016:** The Finance Committee **RESOLVED** to **RECOMMEND** that reimbursement of expenses for attending conference, symposiums, workshops etc. be done on case to case basis depending on merit as is currently being done.

**As there was no other item the meeting concluded with thanks from and to the Chair.**



Prof. D. K. Saikia  
Director, NIT Meghalaya