

# National Institute of Technology Rourkela

## ***MINUTES***

### ***19<sup>th</sup> Meeting of Finance Committee***



S. K. UPADHYAY  
Registrar  
National Institute of Technology  
Rourkela - 769008  
Orissa, India

**DATE : 29<sup>th</sup> June, 2012 (Friday)**  
**Time : 12.00 Noon.**  
**Venue : Conference Hall.**  
**Hotel the Crown, Bhubaneswar.**



**राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला**  
National Institute of Technology, Rourkela

**MINUTES OF THE 19<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE, NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA HELD AT 12.00 NOON ON 29.06.2012 (FRIDAY) IN THE CONFERENCE HALL OF HOTEL "THE CROWN", BHUBANESWAR.**

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**Members Present:**

- |    |  |                                |
|----|--|--------------------------------|
| 1. | <b>Sri B. S. Sudhir Chandra</b><br>Director (Project & Planning) &<br>Chairman, BOG, NIT, Rourkela,<br>Bangalore Metro Rail Corporation Ltd.<br>3rd Floor, BMTC Complex<br>K.H.Road, Shanthinagar,<br>Bangalore - 560 027. | ... Chairman                   |
| 2. | <b>Prof. Sunil Kr Sarangi</b><br>Director<br>National Institute of Technology<br>Rourkela -769 008 (Odisha).   | ... Member                     |
| 3. | <b>Shri R. D. Sahay,</b><br>Joint Secretary, MHRD<br>Dept. of Higher Education<br>MHRD, Government of India<br>Shastri Bhawan, New Delhi- 110 015.   | ... Member                     |
| 4. | <b>Shri Satpal Sharma,</b><br>Dy. Financial Advisor,<br>Dept. of Higher Education<br>MHRD, Government of India<br>Shastri Bhawan, New Delhi- 110 015.  | ... Representative of FA, MHRD |
| 5. | <b>Prof. (Ms.) Rintu Banerjee</b><br>Professor, Agriculture & Food Engineering<br>IIT, Kharagpur – 721 302.  | ... Member                     |
| 6. | <b>Prof. R. K. Patel,</b><br>Associate Prof., Department of Chemistry,<br>National Institute of Technology<br>Rourkela -769 008 (Odisha).  | ... Member                     |
| 7. | <b>Er. S. K. Upadhyay,</b><br>Registrar<br>National Institute of Technology<br>Rourkela -769 008 (Odisha).   | ... Member Secretary           |

**F.C-18 (2012)-01:** **Welcome to the members by the Chairman.**

*Chairman welcomed all the members to the meeting.*

**F.C-19 (2012)-02:** **Confirmation of the minutes of the 18<sup>th</sup> Meeting of the Finance Committee held on 16.03.2012 at Bhubaneswar.**

The minutes of the 18<sup>th</sup> Meeting of the FC were sent to the members vide letter No.NITR/RG/BOG-28/531, 1dt: 19.12.2011. No comments have been received from any member.

*The FC confirmed the minutes.*

**F.C-19 (2012)-03:** **To report on the Action Taken on the minutes of 18<sup>th</sup> meeting of the Finance Committee held on 16.03.2012 at Bhubaneswar.**

The report on the action taken on the decisions made in the 18<sup>th</sup> Meeting of the Finance Committee held on 16.03.2012 were presented for FC's consideration.

*The FC noted the above.*

[Annexure- A1, Pg. 9 - 12]

**F.C-19(2012)-04:** **To approve the Statement of Accounts for the Financial year 2011-12.**

The Statement of Accounts for the financial year 2011-12 was enclosed in the Annexure for consideration of the FC.

*The FC approved the Statement of Accounts for the financial year 2011-12. FC advised the administration to present the salient features of the Statement of Accounts in the next meeting of the FC.*

[Annexure- A2 , Pg. 12(a) - 32]

**F.C-19 (2012)-05:** **Employees who were due to get their annual increment between February to June, 2006 may be granted one increment in the pre-revised scale.**

The Govt. of India, Minister of finance vide letter No.10/02/2011-E.III/a DT.19.03.2012, on further consideration and in exercise of the powers available under CCS (RP) Rules, 2008, the President is pleased to decide that in relaxation of stipulation under Rule 10 of these rules, those Central government employees who were due to get their annual increment between February to June during 2006 may be granted one increment on 1.1.2006 in pre-revised pay scale as a one time measure and thereafter will get the next increment in the revised pay structure on 1.7.2006 as per 10 of CCS (RP) Rules, 2008. Accordingly the pay fixation of the eligible employees will be taken up.

*The FC approved the proposal.*

[Annexure- A3 , Pg. 33]

**F.C-19 (2012)-06:** **Reimbursement of accommodation charges for Stay En-Route on Official Tour. on Official Tour.**

Faculty and officers usually need to stay in hotels or other places en-route when they take night trains to catch flights in the next morning for freshening up before getting into the flight and also in situations when there is substantial time gap between the connecting air and/or train while

travelling to far-off cities or aboard. Such expenses are not reimbursed by Institute as a matter of practice. As a result, in many instances, employees are choosing more expensive travel plans only to avoid such situations, which sometimes result in loss of more working days.

The matter of reimbursement of accommodation charges for stay en-route on official tour was under consideration for quite some time. After thorough examination of the relevant Govt. of India rules available with the institute, no rule forbidding reimbursement of such expenses could be found.

In view of the above situation and in consideration of the legitimacy of the expenses required to be incurred for stay en-route on official tour, the competent authority, for ensuring more economy and efficiency of operation, is now pleased to approve the following:-

(1) When an officer needs to take rest en-route, expenses will be reimbursed as per entitlement of the person travelling.

(2) However, to check misuse of this facility, the following restriction will be used.

In order to avail en-route accommodation facility, the break must be for at least 6 hours between connections during the day time, or 3 hours between 9.00 P.M. and 9.00 A.M. or in the morning hours if an employee needs to freshen up before the next day's business.

(3) Taxi fares between railway station and/or airport to an appropriate hotel or other place of stay are also to be reimbursed as per entitlement.

(4) In case of any difficulty in interpretation, the decision of the Director shall be final and binding.

To over come the difficulty faced by the employees of the Institute, the above was provisionally implemented for travels to be undertaken w.e.f 01/04/2012 following the decision taken by the Deans & Heads of the meeting vide resolution No.

*The FC approved the proposal, post facto. It, however found no justification for implementing the proposal before approval by the BOG. The administration was advised to avoid such a situation in future.*

**[Annexure- A4 , Pg. 34]**

**F.C-19 (2012)-07: Proposal for Revision of License fee for Residential Accommodation.**

BOG-23(2010)-05 dt.09.09.2010 approved the Revision of License fee for Residential Accommodation as per Govt. norms w.e.f. 01.09.2010. After renovation of the quarters the plinth area of some quarters are increased. Accordingly rate of license fee was proposed for residential accommodation as given in the following table as per the OM of the Govt. of India, Ministry of Urban Development vide letter No.18011/1/2009-Pol.III dt.28.04.2011 for Revision at Flat rates of License fee charges for Central Government Residential Accommodation throughout the Country.

# SCHEDULE – 1

## FLAT RATE OF LICENCE FEE

Type of Houses	Sl. No. of Houses	No. of Houses	Attached Garage (Yes/No)	Plinth Area (M <sup>2</sup> )	Existing License Fee (₹ / month)	Revised License Fee (₹ / month)
A	0 (zero)	1	Yes	Earmarked as Director's Residence Licence Fee is Exempted		
	1 to 12	12	Yes	193	1099	1550
	13	1	Yes	155	Earmarked as Registrar's Residence Licence Fee is Exempted	
	14 to 19	06	Yes	172	782	1320
FR	1 to 84	84	Yes	189	1099	1550
B	1 to 20	20	Yes	176	782	1320
	21 to 22	02	Yes	157	782	1100
C	1 to 14	14	Yes	179	782	1320
	15 to 30	16	Yes	170	782	1320
D	1 to 20	20	Yes	144	639	1100
FD	21 to 56	36	No	110	526	900
	57 to 64	08	No	83	371	525
BF	1 to 24	24	No	100	526	740
TF	1 to 18	18	No	77	371	525
FE	1 to 18	18	No	77	371	525
E	1 to 40	40	No	105	297	740
F	1 to 96	96	No	88	268	525
	97 to 108	12	No	77	185	525
G	1 to 115	115	No	62	144	380
Attached Garages	N/A	185	N/A	N/A	22	30
Special Car Parks	1 to 30	30	N/A	N/A	N/A	100

Note: License fee for new houses will be charged at the rate prescribed for similar type of residential accommodation by Directorate of Estates, Govt. of India.

On rationalization of boundaries of the academic campus, two 'G' type quarters near High School Building G-88 to G-89 will be inside the academic area. Therefore it is proposed to take the small building out of the residential quarters list and use for institutional purpose. Similarly Qr. No. D/65 falls within the premises of KMS Hall. It was proposed to merge the building with the hall for use as Wardens' Office and to house facilities for students.



## SCHEDULE – 2

(See Clause # 4 of the House Allotment Rules)

Sl. No.	Cadre	Pay Band	GP/AGP	FR	A	B	C	D/FD	BF/TF
1	Faculty & Academic Staff	N/A	HAG Scale	√	√	√	√	√	√
2		4	10000	√	√	√	√	√	√
3			9000	√	√	√	√	√	√
4		3	8000	√	---	√	√	√	√
5			7000	√	---	---	√	√	√
6			6000	√	---	---	√	√	√
7	Officers	4	10000	√	√	√	√	√	√
8			8700	√	√	√	√	√	√
9		3	7600	√	---	√	√	√	√
10			6600	√	---	---	√	√	√
11			5400	√	---	---	√	√	√

Sl. No.	Cadre	Pay Band	GP	D	FD	E	FE	F	G
12	Technical & Administrative Higher Cadre	2	5400	√	√	√	√	---	---
13			4800	---	√	√	√	√	---
14			4600	---	---	√	√	√	---
15			4200	---	---	√	√	√	---
16	Technical & Administrative Lower Cadre	1 & 2	4600	---	---	√	√	√	---
17			4200	---	---	√	√	√	---
18			2800	---	---	---	---	√	---
19			2400	---	---	---	---	√	---
20			2000	---	---	---	---	√	√
21	Supporting Staff	1	2400	---	---	---	---	√	√
22			2000	---	---	---	---	---	√
23			1900	---	---	---	---	---	√
24			1800	---	---	---	---	---	√

### Notes:-

1. The entitlement is based on cadre with GP/AGP, and not salary-based. If new cadres and/or PB and/or GP/AGP are introduced in future, the entitlement will be as per the highest PB and/or GP/AGP listed below the concerned PB and/or GP/AGP.
2. An employee enjoying a personal PB and GP/AGP will be entitled to housing corresponding to the cadre of the post held by him, and not to his present scale or salary.
3. When an employee is upgraded to a higher cadre, pay band and/or GP/AGP (under normal course of promotion, MACP or another rule) even with his old designation, he is entitled to accommodation corresponding to his new cadre, pay band and/or GP/AGP.

4. Accommodations allotted before promulgation of these rules will be honored till the allottee retires or vacates the allotted accommodation.

*The F.C. approved the proposal w.e.f. 01.07.2012 and advised the administration to implement the order of the Govt. immediately in future with information to the FC/BOG.*

**[Annexure- A5 , Pg. 35- 37]**

**F.C-19(2012)-08: Policy on Fixed Asset.**

The FC vide resolution No. **F.C-18(2012)-08:dt.16.03.2012** advised the administration to find norms from other Institutions and put the revised proposal in the next meeting in line with GFR 2005. M/s. Sarkar Gurumurthy & Associates (Chartered Accountants), Kolkata who is presently working as valuer for the Institute was engaged to prepare the proposal on Policy of Fixed Assets of the Institute considering Accounting Standard, Income tax Act and MHRD guide line. The copy of the draft policy on Fixed Asset is enclosed in the Annexure.

*The FC approved the proposal subject to the condition that if any provision of the policy is in conflict with GFR-2005, the latter will prevail.*

**[Annexure- A6 , Pg.38 - 44]**

**F.C-19 (2012)-09: CCS (LTC) Rules, 1988-Relaxation for travel by Air to visit North Eastern Region.**

- 1) The Govt. of India, Ministry of Personnel, Public Grievances & Pensions vide Order No.31011/4/2007-Estt. (A), dt.02.05.2008 & No. 31011/4/2007-Estt. (A), dt.30.04.2012 relaxation for LTC travel to visit North Eastern Region under CCS (LTC) Rules, 1988 as per the following scheme:

- i) Group A and B Central Government employees will be entitled to travel by Air from their place of posting or nearest airport to a city in the NER or nearest airport.
- ii) Other categories of employees will be entitled to travel by air to a city in the NER from Guwahati or Kolkata.
- iii) All Central Government employees will be allowed conversion of one block of Home Town LTC into LTC for destinations in NER.
- iv) This scheme shall be effective from 01.07.2012 to 30.04.2014.

**2) CCS (LTC) Rules, 1988-Relaxation for travel by Air to visit Jammu & Kashmir (J& K).**

*The Finance Committee approved the implementation of the Government of India Order vide No.31011/2/2003-Estt. (A-IV), dt.15.06.2012 as per the following scheme:*

- i) All Officers/Employees of Government of India will be allowed to avail LTC to visit Jammu & Kashmir (J&K) against conversion of one block of their Home Town LTC.
- ii) Officers/employees of Government of India entitled to travel by air can avail this LTC in their entitled class.
- iii) All the employees of NIT, Rourkela can travel by air in economy class from Delhi and Amritsar to any place in Jammu & Kashmir (J & K) by any airlines subject to their

entitlement being limited to LTC-80 fares of Air India. Journey up to Delhi / Amritsar will have to be undertaken as per their entitlement.

- iv) Restriction of air travel only by Air India on LTC to other places shall continue to remain in force.
- v) This scheme shall be effective **from 01.07.2012 to 17.06.2014.**

The FC approved both the proposal.

[Annexure- A7, Pg.45 - 47(a)]

**F.C-19 (2012)-10: GROUP SAVINGS LINKED INSURANCE POLICY FOR EMPLOYEES.**

On the recommendation of the Finance Committee vide Resolution No. F.C-17(2011)-06, dt.02.12.2011, Board vide resolution BOG-29(2012)-05: dt.16.03.2012 had approved the proposal for compulsory Group Savings Linked (Life) Insurance Scheme for all the employees of the institute.

Based on the brief study of certain providers of such schemes and their schemes, it is found that Life Insurance Corporation of India (LIC) is the oldest and largest player in this sector and is fully owned by Govt. of India. Further, most of the corporate, PSUs and banks are covered by LIC. In view of the same, it is proposed to buy their Group Savings Linked (Life) Insurance Scheme as outlined below:-

**1. Coverage and Premium.**

Group	Category of Employees	Basic Coverage	Accidental Coverage	Premium per Employee per month	Savings Premium	Risk Coverage Premium
1	PB-4, HAG & Director	500000	500000	531.25	325.00	206.25
2	GP – 5400 to AGP – 8000	400000	400000	425.00	260.00	165.00
3	GP – 2000 to GP – 4800	300000	300000	318.75	195.00	123.75
4	GP < 2000	125000	125000	132.82	81.25	51.57

**2. Enrolment.**

Enrolment will be mandatory. All existing employees will be covered from the date of commencement of the policy and future employees will be covered from their date of joining the institute.

**3. Benefits'.**

- a. Terminal Benefits:- (Payable on Retirement or Resignation or Removal from Service)

Savings Premium along with accumulated Interest there on.

- b. Death Benefits:- (Payable on Death - Natural/Accidental)

Basic Sum Assured (Natural Death) or Basic+Additional Sum Assured (Accidental Death) plus Savings Premium along with accumulated Interest there on

(Note – Average rate of interest on Savings Premium is 8% at present).



#### 4. Renewal.

The scheme will be renewed every year w.e.f 1<sup>st</sup> April.

#### 5. Standard Terms.

All the standard terms and conditions of the Group Savings Linked (Life) Insurance Scheme of Life Insurance Corporation of India (LIC) will be applicable.

*The FC approved the proposal to implement the insurance scheme for all regular staff including those on contract against regular posts as a mandatory requirement.*

**F.C-19 (2012)-11: Any other item with the permission of the Chair.**

##### 1) Revision of Interest Rate for GPF / CPF Account Holders:

As per the notifications issued by Ministry of Finance, Govt. of India the rate of interest for payment to GPF & CPF subscribers have been revised from 8% to 8.60% ( with effect from 01.12.2011) and again to 8.80% (with effect from 01.04.12). Further it has been clarified that, for payment of the above interest can only be made if the return of these funds are sufficient to meet the same. No grant-in-aid fund amount received from ministry can be used for payment of these interests.

The earnings of Board of Trustee (GPF/CPF) of the institute are sufficient to meet the additional liability of interest. Therefore, if approval is extended, the interest on the GPF/CPF A/c can be paid at the revised rate w.e.f. 01.12.2011 and 01.04.12 in parity with the above notifications.

*The FC approved the proposal subject to the condition that the Institute will not be held responsible for any shortfall in the BOT account in future.*

**[Annexure- A8, Pg.No.48 - 50]**


- 2) The reply to SAR of the year 2010-11 given by The Accountant General (CA), Orissa are put up herewith for information / approval the Finance Committee.

*The FC approved the proposal.*

**[Annexure- A9, Pg. No.51 - 73]**

- 3) The next meeting of the finance committee will be held in the month of September, 2012 in consultation with Chairman, BOG.

*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