

राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर

**NATIONAL INSTITUTE OF TECHNOLOGY  
MANIPUR**

**THE 21<sup>st</sup> MEETING  
OF  
THE FINANCE COMMITTEE**



**DAY :** Friday  
**TIME :** 2.30 PM

**DATE:** 18<sup>th</sup> September, 2020  
**VENUE:** Conference Hall,  
NIT Manipur

**Minutes of the 21<sup>st</sup> meeting of the Finance  
Committee held on 18<sup>th</sup> September, 2020**

**MINUTES OF THE 21<sup>ST</sup> MEETING OF THE FINANCE COMMITTEE HELD ON  
18<sup>th</sup> September, 2020**

The 21<sup>st</sup> meeting of the Finance Committee of National Institute of Technology Manipur was held on 18<sup>th</sup> September, 2020 at 2.30 PM at the Conference Hall of NIT Manipur, Imphal. Members from outside the State who could not physically attend the meeting due to the COVID-19 pandemic attended the meeting via Video Conferencing.

Prof. (Dr.) Goutam Sutradhar, Director, NIT Manipur and Chairperson i/c BOG, NIT Manipur presided over the meeting.

The following members were present:

- ❖ Prof. (Dr.) Goutam Sutradhar : Chairperson i/c  
Director, NIT Manipur
- ❖ Shri Dhananjay Kumar Singh : Member  
Deputy Secretary (Finance)  
MHRD, Govt. of India  
**(via Video Conference)**
- ❖ Shri Indrajit Kuri : Member  
Under Secretary  
Department of Higher Education,  
MHRD, Govt. of India  
**(via Video Conference)**
- ❖ Prof. Rajesh Kumar Bhushan (BoG Nominee) : Member  
Mechanical Engineering Deptt., NIT Manipur
- ❖ Dr. Y. Rohen Singh ( BoG Nominee)  
Associate Professor, Mathematics Deptt., NIT Manipur
- ❖ Prof. Kh. Manglem Singh : Member Secretary  
Registrar (i/c), NIT Manipur

At the outset, Prof. (Dr.) Goutam Sutradhar, Director and Chairperson i/c, BOG, NIT Manipur welcomed all the members including the new member of the BoG. The Chairman i/c invited the Registrar (i/c) to initiate the proceedings on the agenda items.



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**ITEM NO. 21.1: Confirmation of the Minutes of the 18<sup>th</sup> Finance Committee Meeting held on 18<sup>th</sup> December, 2019 at the Conference Hall of NIT Transit House, New Delhi-110017**

The minutes of the 18<sup>th</sup> Finance Committee Meeting held on 18<sup>th</sup> December, 2019 at the Conference Hall of NIT Transit House, New Delhi was circulated to all the members and no comments were received so the minutes is confirmed.

**ITEM NO. 21.2: Action taken on the decision of the 18<sup>th</sup> Finance Committee Meeting held on 18<sup>th</sup> December, 2019 at 11.00 AM at Conference Hall, NIT Transit House, 15, Block C, Panchsheel Enclave, New Delhi-110017**

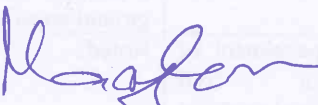
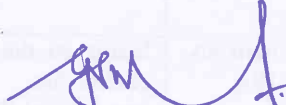
The action taken report on various decisions of the 18<sup>th</sup> Finance Committee held on 18<sup>th</sup> December 2019 were noted with the following observations.

Sl. No.	Item No.	Agenda	Decision Taken	Action Taken	Remarks
1.	Item No. 18.3	To consider and approve the minutes of the 12 <sup>th</sup> BWC meeting held on 14/05/2019 at the conference Hall, NIT Manipur, Langol	The 18 <sup>th</sup> Finance committee meeting confirmed and approved the 12 <sup>th</sup> BWC meeting held on 14/05/2019 at the conference Hall, NIT Manipur, Langol	Noted.	Noted
2.	Item No. 18.4	To approve the expenditure sanction for urgent construction works undertaken by different work agencies/ cell at NIT Manipur	The FC suggested to take up the construction works only after the approval of Composite DPR by the competent Authority of MHRD.	Noted.	Noted
3.	Item No. 18.5	To consider the administrative approval for MoU with Water Resources Department (WRD), Government of Manipur	FC recommended to send the MOU to the Ministry of Human Resource Development, GOI for approval.	MOU sent to MHRD Vide letter No.NITM.1/(22-Estt)/BOG/2018(Pt.)/R C-155 dated 05/03/2020.	Noted
4.	Item No. 18.6	To consider the administrative approval for construction of water supply scheme of capacity 0.50 MLD	The Finance committee recommended to book the ground water assessment cost (Rs. 5 lakhs estimated) from IRG fund of the Institute. It is also recommended to seek permission from the related department/Ministry (Manipur State Govt.) to start the ground water assessment work	Noted.	Letter to be issued to the concerned Dept. of Manipur Govt.
5.	Item No. 18.7	Status on the empanelment of contractors for civil /mechanical /Electrical works at NIT Manipur campus	Noted.	Noted.	Noted




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6.	Item No. 18.8	<p>Discussion on TEQIP-III agenda</p> <p>1. As per PLA under TEQIP-III, 5% of PLA i.e Rs. 75,00,000/- is available under minor civil works for which the proposed activities are shown below; which is estimated at Rs. 74,99,374/-</p>			
		a) Minor civil work for Mechanical Engineering Department estimated budget according to 17 <sup>th</sup> BoG meeting was Rs. 49,00,000/- (approved plan). However, the plan has been revised to an estimated budget of Rs. 28,53,146/-	a) The FC recommended the estimated budget of Rs. 28,53,146/- for minor civil work of Mechanical Engineering Department for BoG approval.	a) The activity is cancelled as NPIU mail dated 24 <sup>th</sup> April, 2020	a) Complied
		b) To consider the proposed minor civil work for Computer Science & Engineering Department which was approved by the 17 <sup>th</sup> BoG meeting whose estimated budget is Rs. 10,82,728/-	b) The FC noted the already approved in 17th FC and 17th BoG.	b) The activity is cancelled as NPIU mail dated 24 <sup>th</sup> April, 2020	b) Complied
		c) To consider and approve proposed minor civil works for Electrical Engineering Department whose estimated budget is Rs. 22,95,000/-	c) The FC recommended the estimated budget of Rs. 22,95,000/- for minor civil work of Electrical Engineering Department for BoG approval.	c) The activity is cancelled as NPIU mail dated 24 <sup>th</sup> April, 2020	c) Complied
		d) To consider and approve proposed minor civil work for Civil Engineering Department whose estimated budget is Rs. 12,68,500/-	d) The FC recommended the estimated budget of Rs. 12,68,500/- for minor civil work of Civil Engineering Department for BoG approval.	d) The activity is cancelled as NPIU mail dated 24 <sup>th</sup> April, 2020	d) Complied

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	2.To discuss the stipend of Ph.D scholars (Non-GATE/Non- NET) under TEQIP III enrolled during January 2018 – July 2019	2. The FC did not recommend for enhancement of stipend of PhD scholars under TEQIP III.TEQIP III coordinator informed the finance committee that fellowship could be continued upto March, 2020. Henceforth, if the institute gets extra money from TEQIP-III, it can continue till the availability of fund for providing the stipend/ fellowship. FC also advised the institute to inform to all the PhD scholars regarding this matter.	2. Notification issued Vide No.NITM.1/(22-Estt)/BOG/2018(Pt.)/RC-146 dated 25/02/2020	2)Complied
	3. To consider and approve for procurement of 3 (three) numbers of laptops for TEQIP-III Nodal officers.	3. The FC recommended for procurement of 3 (three) numbers of laptops for TEQIP-III Nodal officers under TEQIP III for BoG approval.	3. The activity is cancelled due to current pandemic situations and non-delivery of the items.	3. Initiated as per the NPIU guide lines to purchase from GeM portal
	4. To consider and approve for the procurement of 1 Laser colour printer, 1 unit of portable automated road & traffic survey system, 5 user license advanced Design System (ADS) under TEQIP III.	4. FC recommended for the procurement of 1 Laser colour printer, 1 unit of portable automated road & traffic survey system, 5 user license advanced Design System (ADS) under TEQIP III for BoG approval.	4. For 1 laser colour printer & 5 user license advanced design system (ADS), the procurement activity was cancelled as per NPIU mail dated 24/04/2020. "No issuance of PO or signing of contract". Procurement of automated road & traffic survey system completed.	4.Complied
	5. Audit report for FY 2017-18 and FY 2018-19 of TEQIP-III	5. The Finance Committee directed to put up para wise reply of observations made by the Audit team in the next FC and BoG meeting. FC also directed that Advance taken under TEQIP-III fund should be settled within 15days, if not interest will be imposed as per Government norms.	5. Para wise reply of observations made by the Auditor for FY 2017-18 and FY 2018-19 is prepared and placed in [Annexure 21.2, Page No. 16-20]. However, interest was not charged for non-settlement of advance.	5. TEQIP III Coordinator informed that interest was not charged as "all the advance settlement had been done within 15 days".
	6. To consider and approve Minor Research Grant scheme under TEQIP-III	6. FC approved as per the NPIU guidelines.	6. Implemented	6. Noted.

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		7. To consider and approve using Non-GST bills for petty expenses.	7. FC suggested to refer to NPIU regarding ceiling and others for using Non-GST bills for petty expenses.	7. Communicated with NPIU by email.	7. Noted
		8. All academic activities & IOC under TEQIP-III are placed for kind information/ suggestion.	8. FC noted the academic activities and IOC under TEQIP III but wanted to know the actual duration of the data/information provided by the TEQIP III coordinator.	8. Duration is from 21/12/2017 to 26/08/2020. Plan executed under IOC. Procurement and academic activities is placed at [Annexure 21.3, page No. 21-52].	8. Noted
7.	Item No. 18.9	To consider and approve the charges/fees for issuance of Transcript, Grade Card, And Original Degree Certificate, Duplicate Certificates, Duplicate Identity Cards, Migration Certificates, Provisional Certificates, Bonafide Certificates etc.	The Finance committee recommended the charges/fees for issuance of Transcript, Grade Card, Original Degree Certificate, Duplicate Certificates, Duplicate Identity Cards, Migration Certificates, Provisional Certificates, Bonafide Certificates etc. for BoG approval.	Office order issued Vide No.NITM.3/(106-Acad)/Orders/2019-14 dated 04/02/2020.	Noted
8.	Item No. 18.10	Discussion on medical reimbursement with respect to Trainee Teachers	The FC approved for the medical reimbursement of Trainee Teachers' spouse as per CGHS/CSMA rules.	Office order issued Vide No.NITM.1/(22-Estt)/BOG/2018(Pt.)/R C-112 dated 14/02/2020.	Noted
9.	Item No. 18.11	Approval for implementation of enhanced rate of Dearness Allowance applicable from time to time w.e.f the date of issue of O.M by the Ministry of Finance, GOI	The Finance committee recommended for the implementation of enhanced rate of Dearness Allowance applicable from time to time w.e.f the date of issue of O.M by the Ministry of Finance, GOI.	Office Order issued: Vide No.NITM.1/(22-Estt)/BOG/2018(Pt.)/R C-113 dated 14/02/2020.	Noted
10.	Item No. 18.12	To consider and approve the earliest completion of ECE Lab.	The Finance committee suggested that the estimated cost of the said ECE Lab. should be first recommended in the upcoming BWC meeting and may be put up in the next FC and BoG meeting.	Noted to be put up in the coming 14 <sup>th</sup> BWC meeting.	Noted
11.	Item No. 18.13	Flood related challenges and land issues being faced at NIT Manipur with potential mitigation and management measures, with administrative approval for urgent/emergent works under flood mitigation measures.	The Finance committee suggested to include the above proposal in the composite DPR.	It was incorporated in the revised DPR.	Noted

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12.	Item No. 18.14	Status of the Revised DPR to be submitted to MHRD (as per the status DPR to be submitted by work Agencies i.e EEW, CPWD, MOBEDS etc for completion of top priority civil works) as SFC proposal with reference to MHRD correspondence dated 1 <sup>st</sup> August 2019 and 24 <sup>th</sup> September, 2019 (Reminder)	As per the directive of the Ministry, a revised DPR was already submitted on 26/11/2019. However, in the 18 <sup>th</sup> FC and 18 <sup>th</sup> BoG meeting held on 18/12/2019 and Budget meeting held at Shastri Bhawan, New Delhi on 19/12/2019, it was advised to frame a composite DPR including water logging issues of the campus. In compliance to the budget meeting and BoG meeting directive, a revised DPR is presently under preparation.	Submitted to MHRD Vide Letter No.NITM.1/(62-Estt)/MHRD/2018/105 I dated 20/01/2020 and an Addendum to the above was sent to MHRD vide letter No.NITM.21/Engg/Corr/15-16 dated 31/01/2020.	Noted
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**ITEM NO. 21.3: Confirmation of the Minutes of the 19<sup>th</sup> Finance Committee Meeting dated 8<sup>th</sup> April, 2020 by Circulation**

The 19<sup>th</sup> Finance committee meeting was held through circulation. Minutes of the meeting was sent to all the FC members on 15/04/2020 for any comments/observations. No comments /observations were received so the minutes is confirmed.

**ITEM NO. 21.4: Confirmation of the Minutes of the 20<sup>th</sup> Finance Committee Meeting dated 5<sup>th</sup> June, 2020 by Circulation**

The 20<sup>th</sup> FC meeting, was held through circulation. Minutes of the meeting was sent to all the FC members on 15/06/2020 for any comments/observations. No comments /observations were received so the minutes is confirmed.

**ITEM NO. 21.5: To consider and approve the minutes of the 13<sup>th</sup> BWC meeting held on 4/12/2019 at the conference Hall, NIT Manipur, Langol**

The Finance Committee suggested that it should be placed in the next FC meeting after getting due confirmation of the minutes in the 14<sup>th</sup> BWC meeting.

**ITEM NO. 21.6: To consider and approve the Annual Accounts for the FY 2019 – 20**

The Finance Committee suggested to re-submit the Annual Accounts statement for FY 2019-20 after making necessary compliances of the suggestions/observations mentioned in the Internal Auditors Report for FY 2019-20 in the next FC or by circulation to FC members for approval.

**ITEM NO. 21.7: Updated status of the Audited Accounts of NIT Manipur for the FY 2018-19**

  
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The Separate Audit Report (SAR) for FY 2018-19 for NIT Manipur was received from the office of the Principal Accountant General (Audit), Manipur, Imphal on 11<sup>th</sup> September, 2020 and it was placed before the Finance Committee. The FC noted the report and directed to take up necessary steps to send the Annual Report and Audited Accounts Statement for 2018-19 to the Ministry at the earliest. The Finance Committee also recommended that pointwise action taken report of the institute on the audit observations contained in the Separate Audit Report and Management letter ( if any) on the Annual Accounts for the year 2018-19 may be placed in the next meeting of Finance Committee.

**ITEM NO. 21.8: Discussion on the purchase of Laptop, Digital Pad with earphones for conducting Online Classes**

The Finance Committee recommended to utilize the IRG fund of the Institute as there is no fund in OH-35 for the purchase of Laptop, Digital Pad with earphones for conducting Online Classes.

**ITEM NO. 21.9: To consider and approve the Minor Civil Works – C/o Partitioning in proposed Electrical Engineering Laboratory, NIT Manipur, Permanent Campus (earlier approved in the 18<sup>th</sup> BoG meeting held on 18/12/2019 under TEQIP – III project fund) for implementation from IRG fund**

Finance Committee approved and recommended to BOG for approval of Minor Civil Works for Partitioning in proposed Electrical Engineering Laboratory (earlier designated as Transport Lab) for better space management at tentative estimate of Rs. 8, 62,631/- from IRG fund.

**ITEM NO. 21.10: 1. To consider and approve the Minor Civil works of Mechanical and Computer Science Engineering department ( earlier approved in the 18<sup>th</sup> BoG meeting held on 18/12/2019 under TEQIP – III project fund) for implementation from IRG fund.**

Finance Committee approved and recommended to BOG for approval of Minor Civil works of Computer Science and Engineering department with an estimated budget of Rs.10,82,728/- from IRG fund and also Mechanical Workshop under Mechanical Engineering department for better space management with an estimated budget of Rs.28,53,146/- from IRG fund.

**2. To consider and approve for rectification of 13<sup>th</sup> BWC meeting minutes: Item No. 13.6 – related to “Flood related challenges and Land issues being faced at NIT Manipur**

Finance Committee approved and recommended the proposed rectification of construction of RCC culvert at Gate No.2 of NIT Manipur near Boys Hostel 1 at Langol Campus.





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**ITEM NO. 21.11: Pending Dues of different firms related to purchase of equipment, furniture, books etc.**

Finance Committee recommended to the BoG for necessary approval to release the payment of Rs 75,95,442 /- against dues of four firms, who have supplied furniture items during 2015-17 from IRG fund, as the institute has no fund under OH-35 since 2017. The FC was also apprised of the repeated reminders and legal notices sent by the firms for their payment.

**ITEM NO. 21.12: Comprehensive report on TEQIP-III**

Finance Committee noted the information about TEQIP-III Project which has been extended till March 2021. There was thread bare discussion on Procurement of softwares and e-journals which were circulated to all the FC members, committee resolved that Procurement of Science Direct journal is sufficient at present as it covers the requirements of both science and engineering students and teachers. The Finance Committee also suggested that the rest amount could be utilized to procure some other useful packages like CAM soft-wares for UG & PG students of the Mechanical Engineering Department and some other Departments including Teaching & Learning (T&L) platform for online classes. Finance Committee recommended the proposal to BoG for approval.

**ITEM NO. 21.13: To consider the reimbursement of internship expenditure from the Procurement fund of TEQIP-III**

Finance Committee approved to divert the un-utilized fund about 30Lakh under IOC head which is not possible to utilise during this Covid-19 pandemic situation, to the Academic head under TEQIP III Project (as per the guideline of NPIU, TEQIP III Project). This is necessary to reimburse the internship expenditure for the students with an amount of Rs.15,00,000/- approximately and other academic expenditure up to March 2021 which could be met from Academic Head.

**ITEM NO.21.14: Latest Internal Audit Report and Statutory Audit Report of TEQIP – III for Ratification**

Finance Committee approved after clarification from the TEQIP III Co-ordinator of NIT Manipur that the advanced amounting to Rs. 7,40,000/- had been settled.

**ITEM NO. 21.15: To consider and approve the Budget for the Financial Year 2020-2021**

Finance Committee noted and recommended the budget for the financial year 2020-21 which was finalized on 19/12/2019 at Shastri Bhawan, MHRD.



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**ITEM NO. 21.16: Payment of minimum wages to contractual staff**

Finance Committee observed that at present, the total regular and contract non-faculty staff of the Institute is more than its sanctioned staff positions. The Finance Committee suggested that the Institute should take up necessary steps for filling up the vacant post on regular basis. The Finance Committee directed the Institute not to further appoint any one on contractual/casual basis. Any requirements of further staff should be appointed only on outsourced basis through a duly selected outsourced agency. The issue on payment of minimum wages to contractual staff was deferred.

**ITEM NO. 21.17: Financial Status of the institute as on 31/08/2020**

Finance Committee noted the financial status as on 31/08/2020 of Grant & Expenditure with opening Balance for Financial Year 2020-21.

**ITEM NO. 21.18: Releasing of fund for completed RCC Culvert constructed in front of Gate 2 on urgent basis, from IRG Fund**

Finance Committee recommended to BOG for approval to release the bill amount of Rs. **16,70,974.41/-** from IRG Fund for completed RCC Culvert constructed in front of Gate 2 on urgent basis.

**ITEM NO. 21.19: Any other items with the permission of the Chair.**

No other items were left for discussion and the meeting ended with a vote of thanks to the chair.

**(Prof. Kh. Manglem Singh)**  
Member Secretary,  
Finance Committee  
National Institute of Technology Manipur

**Prof. (Dr.) Goutam Sutradhar**  
Director & Chairperson,  
Finance Committee & BoG,  
National Institute of Technology Manipur