

Minutes of the 22nd Finance Committee
held on 21st December 2020

राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY
MANIPUR

Minutes of
THE 22nd MEETING
OF
THE FINANCE COMMITTEE



DAY : Monday
TIME : 2.00 PM

DATE: 21st December, 2020
Venue: Conference Hall,
NIT Manipur

**MINUTES OF THE 22nd MEETING OF THE FINANCE COMMITTEE HELD ON
21st December, 2020**

The 22nd meeting of the Finance Committee of National Institute of Technology Manipur was held on 21st December, 2020 from 2.00 PM onwards in the Conference Hall of NIT Manipur.

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

The following members were present:

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

At the outset, Prof. (Dr.) Goutam Sutradhar, Chairperson i/c, BoG and Finance Committee, NIT Manipur welcomed all the members. The Chairperson i/c then invited the Registrar (i/c) to initiate the proceedings on the agenda items.



**Minutes of the 22nd Finance Committee
held on 21st December 2020**

ITEM NO. 22.1: Confirmation of the Minutes of the 21st Finance Committee Meeting held on 18th September, 2020 at 2.30 PM at Conference Hall, NIT Manipur, Imphal Manipur.

The minutes of the 21st Finance Committee Meeting held on 18 September 2020 at Conference Hall, NIT Manipur, Imphal was circulated to all the members and no comments were received so the minutes is confirmed.

ITEM NO. 22.2: Action taken on the decision of the 21st Finance Committee Meeting held on 18th September, 2020 at 2.30 PM at Conference Hall, NIT Manipur, Imphal, Manipur.

Action taken on the decisions of the 21st Finance Committee Meeting held on 18th September, 2020 are as under

Sl. No.	Item No.	Agenda	Decision Taken	Action taken
1.	Item No. 21.1	Confirmation of the Minutes of the 18 th Finance Committee Meeting held on 18 th December, 2019 at 11.00 AM at Conference Hall, NIT Transit House, 15, Block C, Panchsheel Enclave, New Delhi-110017.	The minutes of the 18 th Finance Committee Meeting held on 18 th December, 2019 at the Conference Hall of NIT Transit House, New Delhi were circulated to all the members and no comments were received so the minutes are confirmed.	Noted
2.	Item No. 21.3	Confirmation of the Minutes of the 19 th Finance Committee Meeting dated 8 th April, 2020 by Circulation	The 19 th 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 are confirmed.	Noted
3.	Item No. 21.4	Confirmation of the Minutes of the 20 th Finance Committee Meeting dated 5 th June, 2020 by Circulation	The 20 th 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 are confirmed.	Noted
4.	Item No. 21.5	To consider and approve the minutes of the 13 th 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 th BWC meeting.	It is placed as agenda item No. 22.8





**Minutes of the 22nd Finance Committee
held on 21st December 2020**

5.	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.	Communicated on 9.10.2020 for approval from FC members by circulation
6.	Item No. 21.7	Updated status of the Audited Accounts of NIT Manipur for the FY 2018-19	The Financial Audit Report (FAR) for FY 2018-19 for NIT Manipur was received from the office of the Principal Accountant General (Audit), Manipur, Imphal on 11 th 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 Management letter (if any) on the Annual Accounts for the year 2018-19 may be placed in the next meeting of Finance Committee.	Complied. Placed the point-wise action taken report of the institute on the audit observations contained in the Management letter on the Annual Accounts for the year 2018-19 as Item No. 22.16 Annual report and annual audited account for 2018-2019 published.
7.	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	Under process for procurement
8.	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 th 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.	Tendering for Empanelment of contractors is completed.

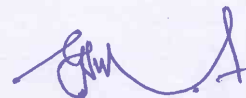
**Minutes of the 22nd Finance Committee
held on 21st December 2020**

9.	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 th BoG meeting held on 18/12/2019 under TEQIP – III project fund) for implementation from IRG fund	1. 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 as well as to save the sophisticated lab. Equipments placed in the Mechanical Workshop building with an estimated budget of Rs.28,53,146/- from IRG fund.	Tendering process for Empanelment of contractors is completed.
		2. To consider and approve for rectification of 13 th BWC meeting minutes: Item No. 13.6 – related to “Flood related challenges and Land issues being faced at NIT Manipur	2. Finance Committee approved and recommended the proposed rectification of construction of RCC culvert at Gate No.2 of NIT,Manipur near Boys Hostel I at Langol Campus.	Noted
10.	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.	Payment process initiated.




**Minutes of the 22nd Finance Committee
held on 21st December 2020**

11.	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.	Under Process for timely compliance.
12.	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 utilize 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	Process for timely compliance is going on.
13.	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.	Noted
14.	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	Noted

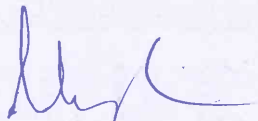
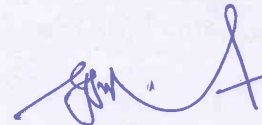
**Minutes of the 22nd Finance Committee
held on 21st December 2020**

15.	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	Noted. Placed as item No. 22.14.
16.	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.	Noted
17.	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/- from IRG Fund for completed RCC Culvert constructed in front of Gate 2 on urgent basis	Released vide S.O. No.2020-21.267(A) dated 7/10/2020

ITEM NO. 22.3: To review the rules and regulations of Trainee Teachers at NIT Manipur as per Order No.F.23 – 12/2009 – TS.III (Pt.) dated 22/03/2013

22nd Finance Committee recommended to BOG for approval the following

1. **Employment status of Trainee Teachers-** Trainee Teacher will be considered as **Trainee Teacher** over riding the Item number 15.9 of 16th Finance committee meeting minutes of NIT Manipur.
2. **Reimbursement of full registration fee of Trainee Teachers-** All the fees towards M. Tech and PhD programme will be reimbursed w.e.f. 21-12-2020.
3. **Corrections in the salary slip of the Trainee teachers-** Corrections are to be done as per guidelines of MHRD for Trainee teachers.
4. **Utilization of Contingency fund-** Director NIT Manipur is authorized to sanction the Utilization of Contingency fund on case-to-case basis for Trainee teachers.

ITEM NO. 22.4: To consider and approve the Special Cash package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the block 2018-21.

22nd Finance Committee recommended to BOG for approval of the Special Cash package equivalent in lieu of Leave Travel Concession Fare for Permanent Employees only during the block 2018-21, w.e.f date of issue of letter by Central Government vide order no F.No.12(2)/2020-EII(A), dated 12th October 2020 and subsequent instructions.

ITEM NO. 22.5: To consider and approve the financial implications for conducting recruitment of Non-Teaching staff

22nd Finance Committee examined the financial implication amounting to tentative Rs.30,64,340/- (Rupees Thirty Lakh sixty four thousand three hundred and forty only) for conducting recruitment of various vacant non-teaching positions. The Finance Committee recommended to BOG for approval of the proposal. However the Institute should try to minimize the expenditure and complete the recruitment process within the recruitment fee collected from the candidates as far as possible. The Finance Committee suggested that the application fee may be raised to Rs.1000/- (General/ OBC/EWS Male Category) in order to meet the expenditures for recruitment processes.

ITEM NO. 22.6: To consider the financial implications for the expert committee constituted to review the future and ongoing construction projects in NIT Manipur.

22nd Finance Committee examined the financial implication amounting to tentative Rs.6,22,000/- (Rupees Six lakhs twenty two thousand) for the expert committee constituted to review the future and ongoing construction projects in NIT Manipur. The Finance Committee recommended to BOG for approval of the expenses on the committee to review the future and ongoing construction projects with a suggestion to minimize the expenses. The number of meetings both physical and virtual meetings may be decided by the committee.

ITEM NO. 22.7: To consider and approve to procure the Hardware/ furniture requirement of Department/New faculty

22nd Finance Committee recommended to BOG for approval to procure the Hardware/furniture requirement of various Department/New faculty members costing around 27,75,000(27.75 lakhs) from IRG as per the details mentioned below.

Sl. No.	Items required	Qty. (No.)	Estimated rate (Rs.)	Total Estimate (Rs.)	Department
1	Workstation	10	160000.00	1600000.00	For Mechanical Department
2	Computer	5	60000.00	300000.00	For Faculty/Staff

**Minutes of the 22nd Finance Committee
held on 21st December 2020**

3	Printer	10	20000.00	200000.00	For Faculty/Staff
4	UPS 1 KVA	5	15000.00	75000.00	For Faculty/Staff
5	Colour Printer (High End)	1	265000.00	265000.00	For printing Grade Card, Provisional Certificate of students
6	Steel Almira	10	23500.00	235000.00	For keeping personal records of students and Academic related files
7	Steel Rack	10	10000.00	100000.00	
	Total			27,75,000.00	

ITEM NO. 22.8: To consider and approve the minutes of the 13th BWC meeting held on 04/12/2019 at the Conference Hall, NIT Manipur, Langol

22nd Finance Committee noted and approved the minutes of the 13th BWC meeting which was confirmed in the 14th BWC meeting.

ITEM NO. 22.9: Request for depositing funds against various sanctioned works undertaken by CPWD at NIT Manipur

22nd Finance Committee desired that matter may be put up after the approval of Revised Cost Estimation by the appropriate committee of Ministry of Education.

ITEM NO. 22.10: Construction of partition for Deans' room for Rs. 5,25,500/- tentatively

22nd Finance Committee recommended to BOG to Authorize Director NIT Manipur to take a decision on the matter within his/her financial power as decided in the 12th and 13th Finance Committee meeting, only noting in Finance Committee is sufficient.

ITEM NO. 22.11: Refabrication / Refurbishment of partition of Administrative block for Rs. 64,000/- tentatively

22nd Finance Committee recommended to BOG to authorize Director NIT Manipur to take a decision on similar matters.

ITEM NO. 22.12: To consider and approve for implementation of the Government of Manipur Order for enhancement of duty allowance of Manipur Home Guard volunteers posted at NIT Manipur to Rs. 18,689/-

22nd Finance Committee noted the total number of workforce deployed in the campus and the relieving of 12 home guard volunteers by the Institute on 25th Nov 2020. 22nd Finance Committee also approved the enhancement of duty allowance of Manipur Home Guard volunteers posted at NIT

Manipur to Rs. 18,689 w.e.f 01/01/2020 as mentioned in the letter from the Commandant, Home Guard (VA) Manipur.

ITEM NO. 22.13: To consider and approve the Compliance report to the comments on Annual Accounts for the year 2019-20 by the Internal Audit

22nd Finance Committee desired that compliance to point wise observations is to be provided in tabular form in the next Finance Committee.

ITEM NO.22.14: To consider the proposal of Institute Committee for enhancement of salary of contractual non-faculty staff

22nd Finance Committee recommended to BOG for approval of the following proposal w.e.f 21-12-2020.

1. To retain the existing contractual employees except those above 56 years and gradual phasing out of contractual staff as soon as recruitment of regular posts are conducted.
2. Implementation of minimum wages of the Govt. of India in the category of unskilled, semi-skilled and skilled person and on par with that implemented for outsourced staff of NIT Manipur:

Sl.No	Designation	Category	Minimum Basic wages (Rs.)	VDA	Total per Day
1	Attendant	Semi-skilled	460	101	561
2	Driver/Asst. Hostel Supervisor	Skilled	500	110	610
3	Hostel Supervisor/ P.S to Director	Skilled	520	114	634

3. Apart from the categories mentioned above, to uniformly enhance 17% increment to their existing consolidated pay of the contractual non-teaching staff.
4. Nominal increment for seniority, based on their date of initial joining in the Institute
i.e.,
 - a) Rs. 1000/- for staff who have completed 10 years of service in the same or equivalent post
 - b) Rs. 500/- for staff who have completed 5 years of service in the same or equivalent post

Effort are also to be made for filling the sanctioned post. When a regular post is filled, the contractual non-faculty staff against that post is to be phased out.

Minutes of the 22nd Finance Committee
held on 21st December 2020

ITEM NO. 22.15: Financial status of the Institute as on 01/12/2020

22nd Finance Committee noted the financial status of the Institute as on 01/12/2020. The Account has gone in negative because of payment of stipend to PhD students for October and November 2020. Institute has not received any money in the month of November 2020.

ITEM NO. 22.16: Point-wise action taken report of the institute on the audit observations contained in the Management letter on the Annual Accounts for the year 2018-19

22nd Finance Committee desired that point wise action on the audit observations contained in the Management letter on the Annual Accounts for the year 2018-19 is to be provided in tabular form in the next Finance Committee Meeting.

ITEM NO. 22.17: Items with the permission of the Chair.

Issues related to the proposal of Shija Hospitals and Research Institute, Imphal for setting up of a Medical College in Langol

22nd Finance Committee noted the item to be reflected under 14.11 instead of under 14.1, in the minutes of 14 FC.

The meeting ended with 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 i/c,
Finance Committee & BoG,
National Institute of Technology Manipur