

**MINUTES OF THE 34<sup>TH</sup> MEETING  
OF THE  
FINANCE COMMITTEE**



**Date**            The 20<sup>th</sup> November, 2023  
**Time**            2:30 P.M.

**Venue**  
**Conference Hall**  
**NIT Manipur**

**राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर**  
**NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR**  
An autonomous Institute under the aegis of Ministry of Education  
(Shiksha Mantralaya), Govt. of India  
Langol Road, Lamphelpat, Imphal, Manipur – 795004

*Richard*  
*[Signature]*  
03/01/2024

**MINUTES OF THE 34<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE (FC) OF NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR HELD ON 20<sup>TH</sup> NOVEMBER 2023 AT 2:30 P.M. ONWARDS IN THE CONFERENCE HALL, NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR, IMPHAL (HYBRID MODE).**

The following members were present:

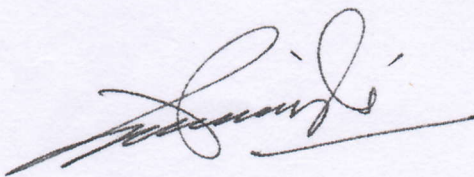
<b>Sl. No.</b>	<b>Members Present</b>	<b>Designation</b>
1.	<b>Shri. Bajrang Lal Bagra</b> Chairperson	: Chairperson
2.	<b>Prof. Khumanthem Manglem Singh</b> Director (i/c), NIT Manipur	: Member
3.	<b>Ms. Veena Dunga</b> Deputy Secretary Department of Higher Education, GoI	: Member
<b>(attended through Video Conferencing)</b>		
5.	<b>Dr. Anil Kumar Birru</b> Associate Professor Dept. of Mechanical Engineering,	: Member
6.	<b>Dr. Chanam Barchand Singh</b> Professor Dept. of Civil Engineering	: Member
7.	<b>Prof. Kh. Tomba Singh</b> Registrar	: Member Secretary

Apologies

1. **Mr. Anil Kumar**  
Director (Finance)  
Ministry of Education, Govt. of India

The Chairperson welcomed and thanked the members of the Finance Committee for sparing their valuable time to attend the meeting.

The Chairperson then presented the Agenda.



- Item No. 34.1 : To confirm the minutes of the 33<sup>rd</sup> meeting of the Finance Committee held on 26<sup>th</sup> September, 2023 in the Conference Hall of NIT Manipur (Hybrid Mode).**

The Chairperson mentioned that the minutes of the 33<sup>rd</sup> meeting of the Finance Committee held on 26<sup>th</sup> September 2023 were circulated to all the members for their comments, if any. No comments have been received.

**RESOLUTION:**

Resolved that the minutes of the 33<sup>rd</sup> meeting of the Finance Committee held on 26<sup>th</sup> September 2023 in the Conference Hall of NIT Manipur (Hybrid Mode) are confirmed as circulated.

- Item No. 34.2 : To consider the Action Taken Report on the decisions of the 33<sup>rd</sup> meeting of the Finance Committee held on 26<sup>th</sup> September, 2023 in the Conference Hall of NIT Manipur (Hybrid Mode).**

The Chairperson presented the Action Taken Report on the various decisions of the 33<sup>rd</sup> meeting of the Finance Committee held on 26<sup>th</sup> September 2023.

**RESOLUTION:**

Resolved that the Action Taken Report on the decisions of the 33<sup>rd</sup> meeting of the Finance Committee held on 26<sup>th</sup> September 2023 is noted.

The Committee however advised that all the decisions taken by the Committee in its earlier meetings where the action was still pending or was incomplete should be captured under this report, till the decision is fully implemented.

Sl. No.	Item No.	Agenda	Decision Taken	Action Taken	Remarks If Any
1	Item No. 33.1	To confirm the minutes of the 32 <sup>nd</sup> meeting of the Finance Committee held on 7 <sup>th</sup> August, 2023.	Resolved that the final minutes of the 32 <sup>nd</sup> meeting of the Finance Committee held on 7 <sup>th</sup> August 2023 in the Conference Hall of NIT Manipur (Hybrid Mode) are confirmed as circulated.	Noted	Noted
2	Item No. 33.2	To consider the Action Taken Report on the decisions of the 32 <sup>nd</sup> meeting of the Finance Committee held on 7 <sup>th</sup> August, 2023.	Resolved that the Action Taken Report on the decisions of the 32 <sup>nd</sup> meeting of the Finance Committee held on 7 <sup>th</sup> August, 2023 is noted with satisfaction. However, the Finance Committee has suggested for placing the pending decisions in the next Finance Committee meeting.	Noted	Noted
3	Item No. 33.3	To confirm the minutes of the 24 <sup>th</sup> meeting of the Building & Works Committee held on 25 <sup>th</sup> September, 2023.	Resolved that the minutes of the 24 <sup>th</sup> meeting of the Building & Works Committee held on 25 <sup>th</sup> September, 2023 are approved in principle.  Further, resolved that the ratification of expenditure of Rs. 1,68,64,280/- (Rupees one crore sixty eight lakh sixty four thousand two hundred eighty) only for	Noted	The FC noted the action taken report with satisfaction.

			various urgent maintenance works and other priority works which are to be taken up as per the grievances and demand of students and faculties are approved to incur this expenditure by utilizing the fund under OH-31. Enclosed as Annexure.		
4	Item No. 33.4	Enhancement of consolidated pay/honorarium for Guest Faculty, NIT Manipur.	Resolved that the Guest Faculty should continue to be paid the existing monthly consolidated pay and suggested to place a fresh proposal to enhance monthly consolidated pay/honorarium in the next Finance Committee meeting with proper justification.	Noted	Noted
5	Item No. 33.5	Report on Pending Audit Issues.	It was resolved to form a Committee comprising of two members, one each from administration and accounts sections to coordinate and work with the AG office and Chartered Accountant to drop all pending audit issues at the earliest.	Noted	Instructed to issue an office order of the two members committee.
6	Item No. 33.6	Report on Pending grievance issues.	Resolved that there are no pending grievance issues, and the Finance Committee appreciated.	Noted	Noted
7	Item No. 33.7	Latest position of unspent balance as on 22 <sup>nd</sup> September, 2023.	The Finance Committee noted the unspent balance as on 22 <sup>nd</sup> September 2023, informed that MoE will release funds by October 2023, and advised to submit the required funds for the coming months.	Noted	Noted
8	Item No. 33.8	To discuss the matter regarding availing of fund for infrastructural development from HEFA.	Noted that NIT Manipur still being in Project mode, is not eligible to avail funds for infrastructural development from HEFA.	Noted	Noted
9	Item No. 33.9	Any other item with the permission of the Chair.	NIL	Noted	Noted.

**ITEM NO. 34.3 : To consider and approve the Annual Accounts for the Financial Year 2022-2023.**

The Registrar presented the Annual Accounts of NIT Manipur for the Financial Year 2022-2023. The Finance Committee observed and resolved as under:

**RESOLUTION/ OBSERVATIONS:**

- (i) NIT Manipur should maintain only the required Bank Accounts (i.e., about 5 Bank Accounts) and close other dormant and unnecessary Bank Accounts within three weeks.
- (ii) To write a letter to Meitram Constructions Pvt. Ltd. to provide up-to-date ROC to the Institute.
- (iii) To make a provision in accounts for liability for retirement benefits viz., Gratuity, Leave Encashment etc. for all regular employees.
- (iv) To provide the total no. of contractual staff along with their date of joining and details of contract extension in the next Finance Committee meeting.



(Prof. Kh. Tomba Singh)



(Shri. Bajrang Lal Bagra)

- (v) No accumulation or carry forward of leave should be allowed to the contractual staff of the Institute.
- (vi) To provide the total no. of all outsourced staff engaged in the Institute in the next Finance Committee meeting.
- (vii) GPF contribution of staff should immediately be invested in permitted security or bank term deposits. The monthly contributions to the fund should also be invested at least on quarterly basis in higher earning deposits so that the staff may be benefitted. The monthly deductions from the salary should also be deposited into designated bank account instantly immediately after payment of salary.

The Committee thereafter resolved to recommend to the BoG for approval of Annual Accounts 2022-23.

**ITEM NO. 34.4 : To approve the Annual Report for the Financial Year 2022-2023.**

The Registrar presented the draft Annual Reports of NIT Manipur for the Financial Year 2022-2023.

**RESOLUTION:**

Resolved that the Finance Committee considered and agreed to recommend the draft of the Annual Report for the Financial Year 2022-2023, for approval to BoG.

**ITEM NO. 34.5 : Latest position of unspent balance as on 31<sup>st</sup> October 2023.**

The Registrar presented the unspent balance as on 31<sup>st</sup> October 2023 before the Finance Committee.

**RESOLUTION:**

The Committee noted the unspent balance as on 31<sup>st</sup> October 2023.

**ITEM NO. 34.6 : To consider and approve change of Drawing and Disbursing Officer.**

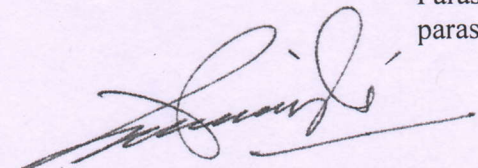
The Chairperson briefed the Finance Committee that Dr. Khelchandra Thongam, Associate Professor, Computer Science & Engineering (CSE) Department/Assistant Registrar (i/c) has been holding the charge of Drawing and Disbursing Officer. Since a full time Registrar has now joined, the Registrar, NIT Manipur may be appointed as Drawing and Disbursing Officer, NIT Manipur.

**RESOLUTION:**

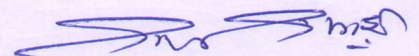
Resolved that the Finance Committee considered and agreed to recommend to BoG to appoint Registrar, NIT Manipur as Drawing and Disbursing Officer, NIT Manipur.

**ITEM NO. 34.7 : Report on Pending Audit Issues.**

The Chairperson presented the Finance Committee on the pending Audit Paras submitted by the Internal Audit Section of the Institute and the paras which were dropped.



(Prof. Kh. Tomba Singh)



(Shri. Bairang Lal Barua)

**RESOLUTION:**

Resolved to issue an office order of the two members committee to work out for dropping all pending audit issues within a time schedule & to submit the progress report of the pending audit issues quarterly to the authority of NIT Manipur.

**ITEM NO. 34.8 : Report on Pending grievance issues.**

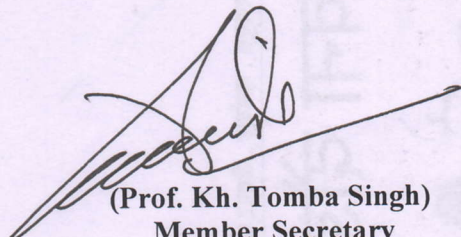
The Registrar presented the Finance Committee the report of the Public Grievance Officer of the Institute pending grievance mentioning 'NIL'.

**RESOLUTION:**

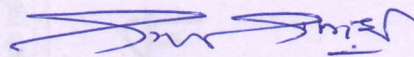
Resolved that there are no pending grievance issues, and the Finance Committee appreciated it.

**ITEM NO. 34.9 : Any other item with the permission of the Chair.**

As there was no further item to discuss, the meeting ended with a vote of thanks to the Chair.



(Prof. Kh. Tomba Singh)  
Member Secretary  
Finance Committee  
National Institute of Technology Manipur



(Bajrang Lal Bagra)  
Chairperson  
Finance Committee  
National Institute of Technology Manipur