

**MINUTES OF THE 8<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE, CIT KOKRAJHAR  
HELD ON 25<sup>TH</sup> JUNE 2014 AT THE CONFERENCE HALL, IIITG, AMBARI, G.N.B. ROAD, GUWAHATI**

**Members Present:**

1. Prof. Gautam Barua  
Director, IIIT Guwahati, Ambari, Gopinath Bordoloi Road, Guwahati-781001  
And Chairman of the Board of Governors, CIT, Kokrajhar
2. Shri Dalip Kapur  
Deputy Secretary (T), Department of Higher Education, MHRD, Govt. of India  
Shastri Bhawan, New Delhi-110001
3. Shri Brijendra Kumar Kashyap,  
Section Officer, IFD, MHRD, Govt. of India  
Shastri Bhawan, New Delhi-110001
4. Shri P.K. Hajoari, ACS  
Secretary, Dept. of Education, BTC  
Kokrajhar, Assam-783370
5. Shri Bolen Boro  
FA, Finance, BTC,  
Kokrajhar, Assam-783370
6. Prof. Uday S. Dixit  
Director, CIT Kokrajhar  
BTC, Assam-783370
7. Ms. Chaitali Brahma  
Registrar & Ex-officio Member Secretary,  
Finance Committee, CIT Kokrajhar

**The Director, CIT Kokrajhar welcomed all the members present in the meeting and after discussion on the agendas of the meeting the following outcome of the discussions was noted:**

**Item No.08.01: Confirmation of the Minutes of the 7<sup>th</sup> Meeting of the FC held on 2<sup>nd</sup> June 2013.**

The Minutes of the 7<sup>th</sup> Meeting of the FC of the Institute held on 2<sup>nd</sup> of June 2013 were circulated to the members. As no adverse comments were received from any of the members, the minutes were considered for acceptance.

**Resolution:** Minutes were confirmed.

**Item No.08.02: Consider Adoption of the Annual Accounts of CIT Kokrajhar.**

The consolidated Annual Accounts of the Institute for the Financial Year 2013-14, comprising the Receipt and Payment Account, Income and Expenditure Accounts and Balance Sheet of the Institute placed for consideration and approval of the Committee members were discussed in details. After thorough scrutinization of the annual accounts the members approved the same to be placed before the C & AG Audit.

**Resolution:** **Approved for placing before the C & AG Audit.**

**Item No.08.03: Consider and Recommend to carry forward of Unspent Balance of 2013-14.**

An amount of ₹ 4052.00 lakhs i.e. ₹ 3140.29 Lakhs as Plan Head (General), ₹ 607.80 Lakhs as Plan (SC) and ₹ 303.91 Lakhs as Plan (ST) was sanctioned by the Govt. of India (MHRD) for expenditure under Plan head. The Institute actual income (IRG) under the Plan (General) Head was ₹ 157.32 Lakhs and other receipts were ₹ 105.73 Lakhs during the financial year 2013-14.

The total fund available during 2013-14 was ₹ 5233.67 Lakhs including an amount of ₹ 918.62 Lakhs as previous year's unspent balance. Out of this ₹ 4595.08 Lakhs have been utilized leaving an amount of ₹ 638.59 Lakhs as UNSPENT BALANCE under Plan (General) head. The members approved the carry over of the unspent balance of ₹ 638.59 lakhs to the next Financial year head wise.

**Resolution:** Approved for carrying over the unspent amount of ₹ 638.59 lakhs to the next Financial Year.

**Item No.08.04: Consider Budget Estimate for the Year 2014-15 under Plan head.**

The details regarding the Budget Estimate for the FY 2014-15 under Plan Head were placed before the members. After going through the budget estimate the members opined to re-assess the requirement and resubmit the proposal for a revised budget for placing the same in the next BoG Meeting for consideration.

**Resolution:** The matter was deferred for placement in the next BoG Meeting.

**Item No.08.05: Creation of separate Non-Plan Head for CIT Kokrajhar.**

Presently, all Recurring and Non-recurring expenditures of CIT Kokrajhar are met from Plan funds being provided by Ministry of HRD. The Institute has completed almost 7 years of its existence and the Teaching and Non-teaching staff has raised to 108 and likely to raise upto 226 shortly. Since, the Institute has been meeting its Recurring expenditure on Salary Head and Non-Salary Head from Plan funds only, it has been experienced that some time insufficient funds leads to delay in disbursement of Salary to the staff besides meeting other urgent Non-salary expenditure. Keeping above in view, a proposal was submitted to M/o HRD for creation of a separate Non-Plan Head for CIT Kokrajhar. The matter is still under consideration of the Ministry. The details of fund requirement under various Sub-heads of Non-Plan Head are as follows:

Head	Annual Requirement	Total Requirement of Funds
Salary	Salary of Teaching Staff	= ₹ 12.00 crore
	Salary of Non-teaching Staff	= ₹ 06.00 crore
		= ₹ 18.00 crore
Non-Salary	Rent/PoL/Postage/Consumable, etc.	= ₹ 04.00 crore
	<b>Total</b>	<b>= ₹ 22.00 crore</b>

Members of FC were requested to kindly note the status and recommend the Ministry for early creation of a separate Non-Plan Head for CIT Kokrajhar. After going through the proposal the members suggested to re-assess the allocation head wise and to send revised requirements to MHRD.

**Resolution:** Revised requirements under different accounts (31, 35 and 36) are to be sent to MHRD.

**Item No.08.06: To Consider and Approve the Purchase Manual of the Institute.**

The Institute has prepared the Purchase Manual based on the guidelines stated under General Financial Rules (GFR) of Govt. of India. However to ensure adequate and timely supply of material to meet academic activities on one hand and to ensure fair and transparent manner of purchase on the other hand, the Institute has evolved the purchase procedures for consideration and approval of the Committee Members. The members suggested reconciling/comparing the rules framed out by CIT with the GFR and for placing the same in the next BoG meeting.

**Resolution:** The revised Manual is to be circulated among members for comments. A three column report is to be made: for each item, column 1 will be the proposal, column two will be the equivalent provision in Govt. FRSR, and column 3 will be justification for changes. After obtaining inputs from members, the revise Manual is to be placed before the BOG for its consideration and approval.

**Item No .08.07: To consider for honorarium/Allowances for Establishment Section.**

With the various initiatives taken by the Institute and with limited manpower the work load has increased in this office. To cope up with the increased workload in the Accounts and Establishment branch, which includes organizing of meetings, preparation of Annual Report, Conducting of Entrance Examinations, etc. some of the staffs are put in long hours of work even on holidays. The works are performed occasionally. Hence, honorarium of ₹ 5000/- (Rupees Five thousand only) was proposed for payment as honorarium to the staff annually. However the members disagreed for payment of honorarium.

**Resolution:** Proposal was not approved. The Director may consider the issue of honoraria as per rules as these amounts are within his powers.

**Item No.08.08: Discussion regarding application of Sri Samiran Das, Asst. Professor, Dept. of Mathematics for re-imburement of PDA.**

Sri Samiran Das, Asstt .Prof. Department of Mathematics attended the XXXI International Conference on Phenomena in Ionized Gases (ICPIC)-2013, Granada Spain held on 14<sup>th</sup>–19<sup>th</sup> July, 2013 wherein he was released to attend the same as it was during vacation period and was not affecting his normal duties. Moreover, the offer letter from Technical Secretariat, ICPIG-2013 was communicated to Gauhati University, Guwahati-781014. It is also pertinent to mention that during that period PDA Rules were not in force. Subsequently, in the 6<sup>th</sup> Meeting of the Board of Governors, the PDA norms were approved. Hence, the Block year started from 1<sup>st</sup> October 2013 that will be continued till 31<sup>st</sup> March 2016. After notification the incumbent has submitted an application for his re-imburement claim amounting to ₹ 1,87,720/- (Rupees One lakh eighty seven thousand seven hundred and twenty) for PDA which was not under the purview of the Block year. The members were of the opinion that the matter is purely Academic and may be resolved by the Director and BoG Chairman considering the best interest of academic growth of the institute.

**Resolution:** It was decided to leave the matter to the Chairman as it is an academic issue. Director will make appropriate recommendation to the BoG Chairman.

**Item No.08.09: Discussion regarding Report submitted by Sri Debarshi Kumar Brahma, Asstt. Professor, Deptt. of AMT.**

The FIR submitted by Sri Debarshi Brahma Asst. Prof. Deptt. of Animation & Multimedia Technology in connection with theft of two official laptops of value of ₹ 2,01,000/- was placed for discussion before the members . The members after discussion had decided to waive out for recovery and suggested that in future, incumbents using the Institutes equipment should be more careful to avoid such incidences.

**Resolution:** No recovery of the value of the equipment stolen is to be done.

**Item No.08.10: Report on the Physical and Financial Progress of the Infrastructures of CIT Kokrajhar.**

The Chief Project Engineer of the Institute presented a report of the construction activity and facilities created at the Institute before the members. After detailed discussion the committee stressed upon the following:

1. To incorporate the value of the work as per work order in the status report
2. To take up the matter with PWD in regards of delay of workspecially for Construction of Library building with a request to penalize the contractor as per clause of the contract.

**Resolution:** The Engineering cell of the Institute NOTED the suggestions for compliance.

**Item No.08.11: Discussion regarding waiver of Excess HRA drawn by CIT employees stationed at CIT Campus.**

As per objection raised by the C&AG Audit for the year 2012-13 for paying excess HRA amounting to ₹ 7,93,577/-. The following are the incumbents from whom excess recovery is needed to be deducted.

1. Sri D.S. Pegu, the then Principal (released)
2. Sri A.A. Basumatary, Asst. Professor, CIT Kokrajhar
3. Sri Debarshi Kumar Brahma, Asst. Professor, CIT Kokrajhar
4. Sri Anuck Islary, Asst. Professor, CIT Kokrajhar
5. Sri Shayaram Basumatary, Asst. Professor, CIT Kokrajhar
6. Sri Bihung Brahma, Asst. Professor, CIT Kokrajhar
7. Sri Binanda Kungur Narzary, the then Asst. Professor (resigned)
8. Sri J.D.H. Basumatary, Asst. Professor, CIT Kokrajhar
9. Sri Sangrang Brahma, Librarian, CIT Kokrajhar
10. Sri Megnath Goyary, Lab-Technician, CIT Kokrajhar
11. Sri Amit Daimary, CRA, CIT Kokrajhar
12. Sri Rajmal Basumatary, CIT Kokrajhar

However, it is pertinent to mention that the above incumbents were staying in the newly constructed faculty transit hostel inside the campus since June, 2010 where sufficient facilities for accommodation of the officials were not available like electrical supply, water supply, etc.; even the building was not completed. However, the administration wanted that some staff members should stay in the campus to help in the day to day activities of the growing institute. As such, the institute could not provide proper accommodation and facilities for which the staff members are eligible as per GOI rules. Hence, CIT feels that deduction of HRA from employees will not be appropriate. In staying in the improper conditions devoid any normal facilities, the staff members have in fact helped in the growth of CIT infrastructure.

In this regard, the matter was discussed in the 6<sup>th</sup>BoG Meeting held on 7<sup>th</sup> October, 2013 where the Board directed the Institute to stop payment of HRA from the month of October, 2013 to faculty/staffs occupying Institute quarters. In this regard, Sri A.A. Basumatary, Asst. Professor and Sri Bihung Brahma, Asst. Professor have submitted prayer petition to waive out the excess HRA drawn. The members opined that HRA cannot be waived, however CIT can decide to provide some hardship allowance to above employees with proper justification and with the approval of BOG.

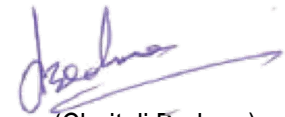
**Resolution:** The Committee did not agree to the proposal.

**Item No.08.12: Any other matter for discussion with permission of the CHAIR.**

The matter regarding the opening of two new bank accounts namely one for Scholarship and the other for IRG Deposits was placed for approval before the members. Considering the necessity for the same the members approved for opening of two new bank accounts.

**Resolution:** Approved as proposed.

**The meeting ended with a vote of thanks to the Chair.**



(Chaitali Brahma)  
Registrar & Ex-officio Member Secretary  
Finance Committee, CIT Kokrajhar