

**MINUTES OF THE 10TH MEETING OF FINANCE COMMITTEE OF CIT, KOKRAJHAR HELD AT
CONFERENCE HALL, GUEST HOUSE, CIT KOKRAJHAR ON 23RD NOVEMBER, 2015.**

Members present:

1. Prof. Debkumar Chakrabarti, Officiating Director, CIT & Chairman, FC.
2. Dr. D. K. Paliwal, DEA (T), Member representative, MHRD.
3. Sri Carol Narzary, Secretary, IBA, BTC, Kokrajhar.
4. Sri Bolen Boro, FAO, Finance, BTC.

Prof. Debkumar Chakrabarti, Officiating Director, CIT Chaired the meeting. Prof. Gautam Barua, Chairman, BoG could not attend due to certain unavoidable circumstances; he asked us to continue the meeting as per scheduled. Secretary, Education, BTC and member representing IFD informed about their inability to attend the meeting.

The agenda for the day was taken up as follows:

Item No.10.01: Confirmation of the Minutes of the 9th Meeting of the FC held on 18th June, 2015.

The Minutes of the 9th Meeting of the FC of the Institute held on 18th of June 2015 were circulated amongst the members with a suggestion from the IFD of MHRD on the agenda item no. 08.08 wherein it was directed to follow the GFR. As no further comments were received from the members on the other agendas the minutes were considered confirmed.

Resolution No.10.01: The Minutes of the 9th Meeting of the Finance Committee held on 18th June, 2015 are CONFIRMED.

Item No.10.02: Action taken report of 9th Meeting of the FC held on 18th June, 2015.

The Action Taken Report on the 9th Meeting of the Finance Committee held on 18th June, 2015 were placed before the Committee Members for discussion and approval.

The members discussed the ATR and noted the same.

Resolution No.10.02: The ATR is noted by the members.

Item No.10.03: Approval of the Annual Audit Report for the F.Y. 2014-15.

The Annual Accounts of the Institute along with Separate Audit Report for the financial year 2014-15 as inspected by the C&AG was placed before the members for necessary consideration & approval.

The members has gone through the Audit Report 2014-15 and discussed para-wise observations and suggested the following;

1. The Institute should submit all the Audit Observations raised by the CA&G along with corresponding replies to the BoG for ratification and necessary guidance.
2. A separate account for Gratuity, Retirement benefits and Leave Encasement is to be opened from next FY onwards as applicable.
3. Accrual system of accounting is to be followed by the Institute.
4. An Internal Auditor is to be appointed.
5. Central Vigilance Commission (CVC) guidelines may be followed.

Resolution No.10.03: It is RESOLVED that the Institute should follow the above suggestions (items 1-5) and the Audit Observations and Corresponding Replies are recommended to be placed to the Board for ratification.

Item No.10.04: Ratification of Plan and Estimate of Civil Work to be executed in 2015-16.

The proposal for construction of the Type I, Type II and Type III Qtrs which was placed in the 9th Meeting of the Board, wherein the members resolved to recast the DPR and review the estimate. Now as per directions, the DPR has been reviewed and the new revised estimate based on CPWD (DSR) 2013 and APWD 2013-14 is tabulated below:

Sl. No	Name of Work	Earlier Rate (Per Block)	Revised Rate (Per Block)
i.	Construction of Type I Qtr.	Rs. 3.73 crore	Rs. 2,78,86,600.00
ii.	Construction of Type II Qtr.	Rs. 2.72 crore	Rs. 2,05,06,700.00
iii.	Construction of Type III Qtr.	Rs. 2.80 crore	Rs. 2,11,07,600.00

The Revised plan and estimate was placed before the members for ratification.

The members were requested to recommend for consideration of the revised rates for the work mentioned. However, it was resolved that;

1. The Provisional Rates were APPROVED.
2. The 3% Contingency included in the Estimate may be negotiated to reduce to 1%, if the work is allotted to the BTC PWD.
3. The 2.95% meant for Architect and Allied Consultancy services in the provisional estimate shall depend on as per tender and negotiation.

Resolution No.10.04: The Provisional Estimates are approved in principle. The members recommended the Board to ratify the revised estimate.

Item No.10.05: Proposal for approval of the Head – wise allocation/demand of Plan funds for the financial year 2016-17.

The head –wise demand of plan funds for the financial year 2016-17 amounting to Rs. 80.30 crore was placed before the Finance Committee for approval and necessary consideration.

The Members went through the Head-wise allocation and approved it in principle. The same was recommended for consideration of the Board.

Resolution No.10.05: It is RESOLVED to recommend for consideration of the Board.

Item No.10.06: Proposal for adoption of the GFR purchase and procurement of the Institute.

Ministry of HRD had conveyed the Institute to follow the GFR for procurements. Hence, it was proposed that the Institute may adopt the same. It was also reported that the Institute was under process for e-procurement procedures.

The Members were requested to recommend for consideration. It was resolved that GFR guidelines should be adopted by the Institute.

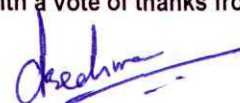
Resolution No.10.06: RESOLVED to follow the GFR Guidelines.

Item No.10.07: Any other matter for discussion with permission of the CHAIR

With permission of the Chair the below were discussed:

- i. Position of Registrar cum Finance officer should be separated.
- ii. Non-recurring Head should be created for CIT. This recommendation should be sent to the MHRD through the BoG.

As there was no other matters for discussion, the meeting ended with a vote of thanks from the Chair.



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



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

(A Centrally Funded Institute under Ministry of HRD, Govt. of India)

BODOLAND TERRITORIAL AREA DISTRICTS :: KOKRAJHAR :: ASSAM :: 783370

Website: www.cit.ac.in

ATTENDED MEMBERS OF THE 10TH MEETING OF THE FINANCE COMMITTEE (FC) OF CIT
KOKRAJHAR HELD ON 23RD NOVEMBER, 2015 (MONDAY) AT 2:00 PM
AT DIRECTOR'S CONFERENCE HALL, CIT KOKRAJHAR.

Sl. No.	Name and Address	Designation	Signature
1.	Prof. Gautam Barua Director, IIIT Guwahati, Ambari, Guwahati-781001 And Chairman of the Board of Governors, CIT, Kokrajhar	Chairman	
2.	Smt. Darshana Momaya Dabral (FA) IFD, Ministry of HRD, Govt. of India Shastri Bhawan, New Delhi-110001	Member	
3.	Dr. D.K. Paliwal Deputy Education Advisor (T), MHRD, Govt. of India, Shastri Bhawan, New Delhi-110001	Member	
4.	Shri Carol Narzary, ACS Secretary, IBA, BTC Kokrajhar, Assam-783370	Member	
5.	Shri Dinesh Boro, ACS Secretary, Dept. of Education, BTC Kokrajhar, Assam-783370	Member	
6.	Shri Bolen Boro FAO, Finance, BTC, Kokrajhar	Member	
7.	Prof. Debkumar Chakrabarti Director, CIT, Kokrajhar BTAD, Assam-783370	Member	 23.11.2015
8.	Ms. Chaitali Brahma, Registrar, CIT Kokrajhar	Ex-Officio Member Secretary	