

THE 13TH MEETING OF THE FINANCE COMMITTEE, CIT KOKRAJHAR
VENUE: CONFERENCE HALL, GUEST HOUSE, CIT KOKRAJHAR
DATE: 22ND MAY, 2017

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AGENDA NOTES

FOR THE 13TH MEETING OF THE FINANCE COMMITTEE TO BE HELD
ON 22ND MAY, 2017 (MONDAY) AT CONFERENCE HALL, CIT GUEST HOUSE KOKRAJHAR
AT 10.30 A.M.

Item No.13.01 **Confirmation of the Minutes of the 12th Finance Committee Meeting held on 27th February 2017 at 10:30 A.M. in CIT, Kokrajhar.**

The Minutes of the 12th (twelfth) Finance Committee (FC) Meeting of CIT Kokrajhar held on 27th February 2017 at 10:30 A.M. in the Conference Hall, Library, CIT Kokrajhar, placed at **Annexure-I (page: 3 to 5)** was circulated to the members of the FC, CIT, Kokrajhar.

No comments were received from any of the members of the FC. The Minutes are placed before the Finance Committee for its consideration and confirmation.

Item No.13.02 **Action Taken Report on the 12th Meeting of the 12th Finance Committee Meeting held on 27th February 2017 at 10:30 A.M. in CIT, Kokrajhar.**

An Action Taken Report of the 12th (twelfth) Finance Committee (FC) Meeting of CIT Kokrajhar has been prepared and placed at **Annexure-II (page: 6 to 6)** on the Resolutions.

Members are requested to discuss the ATR and suggest further course of action, if any, that may be considered.

Item No.13.03 **Adoption of Annual accounts of CIT for the financial year 2016-17.**

The Balance Sheet and Income and expenditure account /Receipt and payment account for the year end 31/03/2017 have been drawn up in the format prescribed by the Ministry of Human Resource Development, Govt. of India vide order no 29-4/2012-FD dated 17th April 2015. Copy enclosed at **Annexure-III (page: 7 to 7)**

The Annual accounts of CIT Kokrajhar requires approval for inviting C&AG Kolkata to take up the audit. Members are requested to consider and recommend for approval of the Board.

Item No.13.04: **Installation of Point of Sale (POS) Machine and Merchant Agreement with BOBCRD LTD.**

CIT Kokrajhar has one saving bank account with Bank of Baroda, Kokrajhar Branch. In order to make cashless transactions in the institute, installation of POS machine is required. We need to approach BOBCARDS LTD to enrol CIT Kokrajhar – Establishment for its card business.

Members are requested to consider and recommend for approval for purchase and installation of POS machines along with agreement with BOBCARD LTD.

Item No.13.05:

Proposal for implementing of medical insurance for employees & their dependents and students.

The institute is presently facing difficulties in reimbursement of medical bills for the students, employees and their dependents. As the institute does not have full-fledged medical staff to vouch and verification of reimbursement claimed by employees. It is proposed that the medical insurance scheme be adopted.

Members may discuss and accord approval for processing the same.

Item No.13.06:

Any other item with the permission of the Chair.



(Ms. Chaitali Brahma)
Registrar cum ex-Officio Member Secretary
BoG, CIT Kokrajhar
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