

MINUTES

Minutes for the 26th Meeting of the Finance Committee (FC) of Central Institute of Technology (CIT) Kokrajhar convened on 6th June 2023 in AICTE Campus, Nelson Marg, New Delhi.

SECTION A: CONFIRMATIONS.

Item No. 26.01: Confirmation of the Minutes of the 25th Meeting of the Finance Committee (FC) of CIT Kokrajhar held on 20th of January 2023 in AICTE Campus, Nelson Marg, New Delhi.

The Minutes of the 25th Meeting of the FC held on 20th of January, 2023 was circulated amongst the members. The members were requested to place comments if any for consideration.

Comments were received from the Ministry vide letter no. F. No. 7-1/2023-TS.VII dated 21st March 2023. As per the 28th BWC given in Agenda No. 28.10, a meeting was convened on 22.03.2023 at the Institute with the "Three (3) Member Process Verification Committee" to discuss on the modalities of verification of the construction works executed by CIT Kokrajhar. As per the MoM, an excel sheet was sent by the Committee on 06-04-2023 which was filled up by CITK and submitted on 22th May 2023. The Comments from the Committee members would be submitted to the MoE as suggested. Action taken on the other comments is being taken up appropriately and to be placed in the subsequent FC and BoG.

The members were requested to confirm the aforesaid matter.

Resolution: Members confirmed the Minutes of the 25th FC Meeting.

Item No. 26.02: Action Taken Report (ATR) on the Resolutions on Resolutions of 25th Meeting of the FC.

The ATR on the resolutions on the 25th Meeting of the FC had been prepared and the members were requested to discuss the ATR for further course of action, if any, which may be considered necessary.

Item No.	Details of Item	Action Taken Report/ Under Process
Item No: 25.03	Proposal for regularizing Audit Observation for Caution Money.	Implemented.
Item No: 25.04	Proposal to consider and approve utilization of EWS funds under 'Repair and Maintenance' Head.	Under process.
Item No: 25.05	Proposal to consider and approval of AMC for online UPS.	Implemented.
Item No: 25.06	Acceptance of recommendations/resolutions of the 27 th B&WC Meeting held in IIT Guwahati and the 28 th B&WC Meeting held in IIT Delhi.	Partially implemented.
Item No: 25.07	Proposal to consider and approve the AMC for CCTV.	Under process.
Item No: 25.08	Proposal for Financial Approval for Bus hiring.	Implemented by reducing the requirements to 3 nos. of busses from 4 nos. (i.e. for a budget of ₹27,72,000/-).



Item No: 25.09	Proposal for retaining hired 03 (three) nos. of hostels outside CITK campus for its students.	Implemented by reducing the requirements from 3 to 2 and thus saving around ₹12,00,000/- per annum.
Item No: 25.11	Imprest Fund for the Wardens, Deans and HoDs of the Institute at the rate of ₹2000/- per month.	Implemented.
Item No: 25.12	Approval for purchase of Plumber Items pertaining to an estimated cost of ₹12,05,520/- that exceeds the budget head of ₹5/- lakh only.	Partially implemented.
Item No: 25.13	Proposal for merger of Bank Accounts.	Under process.

Esteemed members of the FC are requested to kindly comment on the course of action, if any that may be considered.

Resolution: The members noted the same and approved.

SECTION B: APPROVALS.

Item No. 26.03: Adoption of Annual Accounts of CIT Kokrajhar for the Financial Year 2022-23.

It may be mentioned that our 'Internal Audit' and "Finalization of Annual Book of Accounts of Central Institute of Technology, Kokrajhar for the FY 2022-23" was completed. Subsequently, we need to invite Comptroller and Audit General (CAG) of India post approval by the Finance Committee and Board of Governors of the institute for auditing works for the FY 2022-23.

Moreover, a consolidated Annual Accounts of the institute for the Financial Year 2022-23 comprising the Receipt and Payment Account, Income and Expenditure Account and Balance Sheet of the institute have also been prepared.

A copy of the Annual Accounts was placed before Finance Committee Members and BoG Members of Central Institute of Technology Kokrajhar for resolution.

Resolution: Members approved the same with modification suggested as follows:

1. Interest Income from MoE Grants should be shown as liability in the books every year.
2. Electricity bill as collected from the quarter occupants needs to be shown in the books separately along with license fee after bifurcation.

Item No. 26.04: Proposal for consideration and approval of the 11 KV line within CIT campus connecting the 33/ 11 kV sub-station with 04 numbers of distribution transformers.

The dedicated 33kV feeder line from Adabari GSS to 2x2.5 MVA Sub-Station at CIT Kokrajhar was **test-charged** by APDCL on 3rd August 2022. At present the work has been completed and the sub-station was **test-charged** on 14th March 2023. The work for connection of 04 nos. of existing distribution transformers from the sub-station needs to be initiated. And in view of the above, based on the request of the Institute, the PWD, BTC Kokrajhar has submitted the **detailed budgetary estimate** amounting to **₹1,35,91,307/-** (Rupees One Crore Thirty-Five Lakhs Ninety-One Thousand Three Hundred Seven Only) on

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4th August 2022. The plan was prepared by PWD, BTC Kokrajhar considering 11kV double circuit overhead line by insulated cable on 52 nos. G.I. steel pole.

The matter was discussed in 28th BWC meeting and was approved for execution of the project after securing approval from FC and BoG.

Members were requested to consider and recommend for approval.

Resolution: The members approved the proposal.

Item No. 26.05: Proposal to consider and approve the “replacement/re-laying” of damaged underground cable from main power distribution panel to 60kVA UPS Server room at CIT Kokrajhar.

The main power cable connecting distribution panel and 60kVA UPS server room was damaged in the month of May 2022. Therefore, it is required to replace the UG cable. On request PWD, BTR Kokrajhar submitted detailed budgetary estimate amounting to ₹7,75,492/- (Rupees Seven Lakhs Seventy-Five Thousand Four Hundred Ninety-Two Only) on 20th September 2022.

The matter was discussed in 28th BWC meeting and has recommended to execute after securing approval from FC and BoG.

Members were requested to consider and recommend for approval.

Resolution: The members noted the same and approved.

Item No. 26.06: Proposal for purchase of new desktops worth ₹2,09,24,800/- (Rupees two crore nine lakh twenty-four thousand and eight hundred only) against 260 “NON-WORKING” desktop computers.

Presently CIT Kokrajhar has more than 700 desktop computers installed at various laboratories, faculty cabin and administrative office locations. Some of these desktop computers are presently in not working condition and some working but installed more than 05 years ago.

Consequent upon recommendation from the Dean (Planning and Development) regarding acquisition/ purchase of new desktop computers for academic and administrative purposes. The report of the three-member committee formed to look into all aspects including specifications, buy-back policies and budget estimates is placed before members.

Reference to the letter no F.No.8-4/2017-TEL(Pt) dated 15.12.2022 from MoE, Govt. of India regarding age & configuration of the computers, survey was done with the respective departments and found as follows: -

Sl. No.	Description	Quantity
1.	Total nos. of Obsolete Desktop Computers.	260 Nos
2.	Total nos. of working Desktop Computer but more than 05 years old.	258 Nos

Therefore, CIT Kokrajhar requires to replace the “**OBSOLETE**” desktop computers in first phase. The budgetary estimated amount for 260 Nos. of Desktop Computer was as follows:-