

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:-



Sl. No.	Description of Item (Minimum requirements)	Amount (in Rupees)
1.	CPU :- Minimum of Intel Core i7 8700 @ 3.20 GHz, 16 GB RAM, 512 GB SSD, 1TB HDD, 1 Speaker Port, USB Port, VGA/ HDMI Port, LAN Port. Or AMD with equivalent configuration. (Window 11 Pro Operating System)	67,500.00
2.	Monitor :- 21.5" WTFT, LED Display	12,000.00
3.	Keyboard	580.00
4.	Mouse	400.00
Total =		80,480.00
Grand Total for 260 nos. =		2,09,24,800.00
Rupees Two Crore Nine Lakh Twenty-Four Thousand Eight Hundred Only.		

CIT Kokrajhar will replace the five (05) years old desktop computers in phase-wise manner with the intimation to the Ministry afterwards.

Members were requested to consider and approve the same.

Resolution: The members noted the same and approved. Also, the members deliberated that the institute needs to form a committee for scrapping and disposal of IT and IT related products.

Item No. 26.07: Proposal for purchase of 20 nos. of Digital Smart Boards for academic and administrative purposes.

At present CIT Kokrajhar does not have a single Digital Smart Board either for academic or administrative purposes. As part of a smart classroom initiative and technological drive, CIT Kokrajhar feels that digital smart boards which may enhance the teaching and learning experiences as well as conduct of conferences, meetings, seminars etc., is necessary.

Consequent upon recommendation from the Dean (Planning and Development) regarding acquisition/ purchase of 20 nos. of Digital Smart Boards for academic and administrative purposes, a three-member committee was formed to look into all the aspects including specifications and budget estimates.

The Committee had submitted an estimated budget of ₹57.00 lakhs (Rupees fifty-seven lakh only).

Members were requested to consider and accord approval for the same.

Resolution: The members noted the same and approved.

Item No. 26.08: Proposal for Approval of Budgetary Estimate regarding Outsourcing of Housekeeping Staff at CIT Kokrajhar.

The requirement of outsourcing manpower at CIT Kokrajhar was approved in the 27th BoG meeting of CIT Kokrajhar dated 20th January 2023, vide Resolution No. 27.15.

Accordingly, the budgetary estimate for outsourcing staff had been prepared amounting to **₹2,74,08,654/- (Rupees Two Crore Seventy-Four Lakhs Eight Thousand Six Hundred Fifty-Four Only)** considering minimum wages circular by Chief Labour Commissioner, Ministry of Labour & Employment, Govt. of India vide no. F.No.1/16(3)/2022-LS-II, dated 28.09.2022.

The budgetary estimate and the NIT document were vetted by internal committee of CIT Kokrajhar.



The details break up of manpower requirement placed as follows: -

Sl. No.	Designation	Category	Nos. of staff
1	Technical Attendant	Skilled	05
2	Office Assistant	Highly Skilled	06
3	Office Attendant	Skilled/ Semi-Skilled	16
4	Hostel/ Guest House Caretaker	Highly Skilled	04
5	Driver	Highly Skilled/ Skilled	03
6	Carpenter	Skilled	01
7	Gardener	Skilled	02
8	Cleaner	Unskilled	50
Total Nos. of staff =			87

Members were requested to consider and approve the proposal.

Resolution: The members noted the same and approved.

Item No. 26.09: Approval of Load Security Bill for 2.0 Mega-Watt (MW) power amounting to ₹48,56,630/- (Rupees Forty-Eight Lakh Fifty-Six Thousand Six Hundred Thirty Only) for the 33 KV feeder line from Adabari GSS to 2x2.5 MVA Sub-Station at CIT Kokrajhar without which the power cannot be utilized from the APDCL as per their norms.

The dedicated 33 KV feeder line from Adabari GSS to 2x2.5 MVA Sub-Station at CIT Kokrajhar was **test-charged** by APDCL on 03.08.2022 and the Sub-Station at CIT Kokrajhar was **test-charged** on **14th March, 2023**.

Now the APDCL submitted Load Security Bill for 2.0 MW amounting to **₹48,56,630/- (Rupees Forty-Eight Lakh Fifty-Six Thousand Six Hundred Thirty Only)** on 27.02.2023 without which the power could not be utilized from the APDCL as per their norms.

Members were therefore, requested to kindly consider the letter submitted by APDCL and approve as placed.

Resolution: The members approved the proposal.

Item No. 26.10: Proposal for Renewal of IEEE IEL-2 Subscription for the period of January-December-2023.

The Library Management Committee Meeting was held on 28.02.2023 resolved to renew the IEEE IEL-2 Subscription for Central Library for the period of January to December 2023. The Minutes of the Meeting is placed at *annexure-11*. The total estimated cost for the **renewal** of subscription is **₹48,71,111.40 (Rupees forty-eight lakh seventy-one thousand one hundred eleven and forty paise only)**.

The Members were requested to consider the subscription and approve the amount.

Resolution: The members noted the same and approved.

Item No. 26.11: Proposal for approval of Budget estimates of Vehicle Hiring for the Director, CIT Kokrajhar.



It is to apprise you that the vehicle hiring for the Director of the institute was already approved vide the 25th FC Resolution No. 25.10. Now, the Budget Estimates of **₹11,40,000/- (Rupees eleven lakh forty thousand only) including driver** for a period of one year (₹95,000/- per month) whereas the fuel charges will be borne by CIT Kokrajhar as and when required.

Members were requested to consider and accord approval.

Resolution: The members noted the same and approved.

Item No. 26.12: Proposal for Grants for Organizing Workshops and Conferences.

The Institute proposes a new grant program to support research, collaboration, knowledge sharing, and networking with researchers from other institutions. The program will provide funding in order amounting to a) **₹25,000/-** for organizing **workshops**, b) **₹50,000/-** for organizing **national conferences** and c) **₹1 lakh** for organizing **international conferences**. Each department is eligible to receive these grants per year.

The grant program would be competitive and would require a proposal to Dean R&D that demonstrates the relevance and impact of the proposed workshop or conference. Preference will be given to proposals that involve collaboration with other departments or institutions, involve cutting-edge research or new methodologies, and have the potential to attract a diverse group of participants.

If approved, the grants would be disbursed in two instalments: 50% at the time of approval and 50% after the successful completion of the workshop or conference.

Members are requested to consider the proposal and approve the same.

Resolution: The members noted the same and approved.

Item No. 26.13: Proposal for approval of budget estimate for Purchase of various furniture required for Gambari Sikhwla Girls' Hostel, CIT Kokrajhar.

It was to appraise that, in the Girls' Hostel of CIT Kokrajhar, the facility of wardrobe cupboards was not yet installed. Therefore, vide meeting was held on 03-05-2023 with the Wardens & Deans, it was decided to provide **customized steel almirahs** to the rooms of the Gambari Sikhwla Girls' Hostel. Also, it was decided to provide some additional beds, study tables and chairs to the Girls' hostel.

Accordingly, budget estimate for various furniture required has been prepared based on market rate amounting to ₹38,08,420/- (Thirty-Eight Lakh Eight Thousand Four Hundred and Twenty only).

Members were requested to approve the above.

Resolution: The Members noted the same and approved.

Item No. 26.14: Proposal to consider and approve the budgetary estimate regarding Procurement of Gym Equipment at CIT Kokrajhar.

At present there is no GYM for physical activity for Students at CIT Kokrajhar campus. Therefore, to provide the facility, CIT Kokrajhar decided temporary location for GYM for Boys' and Girls' separately.



In view of the above, budgetary amount for the procurement of the required item had been prepared as follows: -

1. Procurement of GYM Equipment amounting to	-	₹28,69,900.00
2. <u>Procurement of related accessories for GYM amounting to</u>	-	<u>₹2,91,580.00</u>
Total	-	₹31,61,480.00

Grand total amounting to ₹31,61,480/- (Rupees Thirty-One Lakhs Sixty-One Thousand Four Hundred Eighty Only) as per the present market price at Kokrajhar, Assam and enclosed at *annexure – 14*.

Members were requested to consider and approve.

Resolution: The members noted the same and approved.

Item No. 26.15: Proposal for approval of the budgetary estimate for shifting of Server Room.

- A. A budgetary expenditure for material required for shifting of server room to the academic -I building has been prepared amounting Rs. 8,46,945/-. The estimate has been prepared based on the market price available in GeM portal.
- B. A budgetary estimate of laying and connection OFC Cable for shifting of Server Room to the Academic-I building has been prepared an amounting to Rs. 66,408/-. The estimate has been prepared based on the minimum labour wages, Govt. of India and the market price of connection of the port. The Estimate is appended was placed before members

Members were requested to consider and approve.

Resolution: The members noted the same and approved.

Item No. 26.16: Permission to appoint System Administrator on contract.

The Institute needs a System Administrator on contract for smooth functioning of Networking facilities and activities of the Institute at a level of 10 as per 7th CPC Pay matrix.

Members were requested to consider and approve please.

Resolution: The members noted the same and approved with a monthly Salary of ₹50,000/- (consolidated).

Item No. 26.17: Proposal for approval of revised admission regulations (financial sections) and the honorarium/remuneration to be paid to the members of the examination cell of the institute.

The admission regulations combining the guidelines for the entrance examinations conducted for admission of students into various programmes and the admission process were reviewed by the admission committee of the institute. The academic parts of the revised admission regulation proposed by the committee were approved by the 14th senate meeting of the institute held on 18th April 2023 through online mode vide resolution no. 14.04. The senate also suggested to place the financial sections of the said regulations in the Finance committee meeting of the institute.

Moreover, the institute also proposed to provide honorarium/remuneration to the persons engaged in the activities of the examination cell of the institute in addition to their regular duties.



It was to mention here that the expenses were proposed to be incurred in the above proposals shall be done from the IRG (student's fee) of the institute.

Members were requested kindly to approve the proposals.

Resolution: The members noted the same and approved. However, revised remuneration proposal of admission regulation is deferred and existing honorarium/ remuneration as per 2022 notification shall continue.

Item No. 26.18: Proposal to consider the budgetary estimate regarding Annual Contract of Tractor Hiring with manpower for Waste Collection and Transportation at CIT Kokrajhar.

The present annual contract for the waste collection and transportation was to be expired on 08.06.2023. The ongoing annual contract was awarded to the vendor through Expression of Interest (EOI) published on e-procurement portal at amount of ₹6,10,200/- (Rupees Six Lakhs Ten Thousand Two Hundred Only).

In view of the above, budgetary amount for the same annual contract has been estimated as per the present market price at Kokrajhar, Assam amounting to ₹10,13,800/- (Rupees Ten Lakhs Thirteen Thousand Eight Hundred Only).

Members were requested to consider and approve.

Resolution: The members noted the same and approved.

SECTION C: REPORTING ITEMS

Item No. 26.19: Reporting item of the works of CIT under HEFA

It is to appraise that, 38 nos. of Projects/Works of CIT with a total amount of Rs.36.69 Cr. was approved for funding under HEFA. Out of 38 nos., we have completed 25 nos. of projects/works, 09 nos. are ongoing and remaining 04 nos. are yet to start. Till now, CIT has released 16.75 Cr. for the works.

Resolution: The members noted the same.

Item No. 26.20: Reporting of Unspent Balance and Interest Accumulated.

An unspent balance of ₹23, 51, 69,156.55 (Rupees Twenty three crore fifty one lakh sixty nine thousand one hundred fifty six and fifty five paise only) as on 31st March 2023 is as per record of the institute's bank account and as well as shown in the Tally report. And amount of ₹80,24,987/- (Eighty lakh twenty four thousand nine hundred eighty seven only) has been recorded as bank Interest for the FY 2022-23.

Resolution: The members noted the same.

SECTION D: ANY OTHER ITEMS.

Item No 26.21: Any other item with the permission of the Chair.



Chaitali Brahma
15/6/2023
Registrar
Central Institute of Technology
Kokrajhar

(Smt. Chaitali Brahma)
Registrar and Ex-Officio Member Secretary
Finance Committee
Central Institute of Technology Kokrajhar