

**Minutes of the 29<sup>th</sup> Finance Committee Meeting of Central Institute of Technology (CIT) Kokrajhar held on 08<sup>th</sup> July, 2024 (Monday) at 2:30 pm in DELNET, J.N.U Campus, New Delhi.**

The 29<sup>th</sup> Finance Committee Meeting of Central Institute of Technology, Kokrajhar (CITK) was held on 08<sup>th</sup> July, 2024 (Monday) at 2:30 pm in DELNET, J.N.U Campus, New Delhi, under the Chairmanship of Prof. (Retd.) Nishikant V. Deshpande, Chairman, Board of Governors (BoG), CITK. A list of FC members who participated the meeting is attached herewith.

The meeting started with welcome addressed by the Chairman, BoG, CITK. Thereafter, the Director CITK presented the agenda item one by one for discussion by the members. Detailed discussion on each agenda item of FC was conducted and the following resolutions were taken:

**Item No. 29.01: Confirmation of the Minutes of the 28<sup>th</sup> meeting of the FC held on 22/04/2024.**

The members were informed that the institute has not received any specific comment on the minutes of the 28<sup>th</sup> meeting of the FC which was held on 22/04/2024 at DELNET, New Delhi under the Chairmanship of Prof (Retd.) Nishikant V. Deshpande. The FC member agreed to confirm the minutes.

**Resolution:** Minutes of the 28<sup>th</sup> meeting of the FC which was held on 22/04/2024 were confirmed.

**Item No. 29.02: Action Taken Report (ATR) on Resolutions of 28<sup>th</sup> meeting of the FC.**

The ATR on the resolutions on various agenda items of the 28<sup>th</sup> FC meeting was placed before the members for their consideration & appraisal. The Chairman, BoG informed the members that he has observed that in case of pending audit paras the administration of the institute appears to be responsible for their delayed and ineffective administrative decisions. The members deliberated on all pending audit paras and unanimously agreed that the institute should initiate action for recovery wherever the C&AG has recommended the same. It was also recommended that the responsibility may be fixed and appropriate action be initiated for any administrative lapses observed in the pending audit paras.

**Resolution:** Recovery of excess payment from concerned employees as pointed out by the C&AG report be initiated. Responsibility to be fixed and appropriate action be initiated for any administrative lapses observed in the pending audit paras.

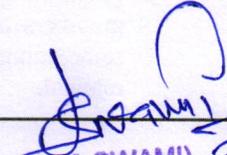
**Item No. 29.03: Proposal for approval of the Minutes of the 30<sup>th</sup> Building & Works Committee (BWC) meeting held on 2<sup>nd</sup> July, 2024 at CITK.**

The minutes of 30<sup>th</sup> Building & Works Committee (BWC) meeting could not be taken up as the members advised the institute should first seek comments from BWC members.

**Resolution:** The minutes of 30<sup>th</sup> BWC will be placed before FC after incorporating the comments of the BWC members.

**Item No. 29.04: Proposal for Adoption of Annual Accounts of CIT Kokrajhar for the Financial Year- 2023-24.**

The members approved the Internal Audit and finalization of Annual Books of Accounts of CIT for the F.Y- 2023-24. The members advised to submit the Annual

  
(M. SWAMI) 30/7/2024  
Head of Section  
Establishment Branch  
CIT, Kokrajhar.

Accounts – 2023-24 to C&AG for audit purpose immediately so that the Annual Report along with Annual Accounts for the year 2023-24 could be laid on the table of both the houses of Parliament as per stipulated timeline.

**Resolution:** The members approved the Annual Books of Accounts of CIT for the F.Y- 2023-24.

**Item No. 29.05: Proposal of Refund of interest amount accumulated from unspent balance.**

The members approved refund of interest amount of Rs.1,20,34,048/- accumulated from Government grants and Term deposits made out in the financial year 2023-24.

**Resolution:** Refund of accrued interest amount of Rs.1,20,34,048/- to MoE was approved.

**Item No. 29.06: Proposal to carry forward unspent balance available as on 31.03.2024 for utilisation in the F.Y- 2024-25.**

The members noted the request from CITK to carry forward of unspent balance available with the institute as on 31.03.2024 under heads OH-31, OH-35 and OH-36, and recommended the utilisation of the same in the F.Y- 2024-25.

**Resolution:** Request to permit carry forward of unspent balance in grants received in 2023-24 to 2024-25 was noted and approved.

**Item No. 29.07: Proposal for Delegation of Financial Power for the Officers of CIT, Kokrajhar.**

The proposal regarding delegation of financial powers to the officers of the CIT could not be taken up for discussion as it should be first ascertained that the same is as per DFPR-2024 of Ministry of Finance.

**Resolution:** To be placed for consideration after ensuring that the delegations are as per DFPR-2024 of MoF.

**Item No. 29.08: Proposal for signing of Cheque and PFMS (Signatory addition).**

The members held detailed discussion on the proposal of the institute. It was decided that the Director, CITK should be the first signatory and one regular Assistant Registrar (Finance/ Academic), as per their availability, be kept as second signatory.

**Resolution:** Director, CITK, and one regular A/R (Finance/Academic) should be the two signatories of cheques and PFMS.

**Item No. 29.09: Proposal for approval of Internal Audit Manual, prepared by the IAO, CITK in consultation with the members of the Internal Audit Wing, CITK.**

The members considered and approved adoption of the Internal Audit Manual, prepared by the Internal Audit Officer (IAO) of the CITK in consultation with the members of the Internal Audit wing. However, the institute should give proper referencing as to where from the clauses/ paras have been taken for drafting said manual.

**Resolution:** Internal Audit Manual of CITK was accepted.

**Item No. 29.10:**

**Proposal for taking remedial action regarding payment of NPS (Govt. matching Contribution) to the contractual faculty staff on the basis of C&AG Audit Observation- Para-II B/2.6 F.Y- 2021-22.**

The FC members are of the view that payment of Govt. share of NPS to the contractual faculty members is against NPS rules. It has unanimously decided that complete recovery as suggested by Audit may be carried out.

**Resolution:** NPS (Govt. contribution) made to contractual employees is to be recovered from them.

**Item No. 29.11:**

**Status on pending Audit Para-II B/2.7 F.Y- 2021-22 regarding payment of advance increments to Prof. Monomoy Goswami and Prof. Tapan Kr. Maity during pay fixation on joining as Professor.**

The observation of Audit and the so called lapses occurred in handling of said Audit para was discussed by the FC members. FC suggested complete recovery of excess payment made via improper pay fixation from the two faculty members and their salary is to be re-fixed as per rule from current month. The members also recommended that responsibility for concealment of facts and failure to recover excess payment made and re-fixing of salary as ordered by Ex-Director cum Ex-BoG Chairman, CITK, may also be fixed and action be taken.

**Resolution:** Salary of both professors to be re-fixed as per rules and excess payment made is to be recovered. Responsibility to be fixed on officials responsible for not initiating timely recovery of excess payment made and failure to re-fix the salaries immediately.

**Item No. 29.12:**

**Proposal regarding Pay Protection given to the Contractual faculty staff with reference to the C&AG Audit Para- 2.6 F.Y- 2022-23.**

The members observed that the pay protection given to the contractual faculty staff by the institute with reference to the C&AG Audit Para- 2.6 F.Y- 2022-23 was not as per Govt. of India rules. FC decided that the institute should recover the excess amount of salary paid to the contractual faculty staff. Since, the administration of the institute had failed to take correct administrative decision in the matter, FC further recommended to initiate disciplinary action against the officials involved.

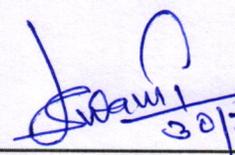
**Resolution:** Salaries of such regular employees who were on contract to re-fix as per rules and excess payment made is to be recovered. Responsibility to be fixed on officials responsible for this lapse.

**Item No. 29.13:**

**Proposal for increase of HRA after reaching/crossing DA @ 50% w.e.f 01.01.2024, as per recommendation of the 7<sup>th</sup> CPC.**

The representative of IFD, D/o Higher Education, MoE informed FC members that the proposal for increase of HRA, CCA, TA, Gratuity has been sent to Ministry of Finance (MoF) for consultation and decision. As such, the institute may await for notification on the same from MoE.

**Resolution:** CITK is to wait for notification on this regard from MoE.

  
30/7/2024  
(M. SWAMI)  
Head of Section  
Establishment Branch  
CIT, Kokrajhar.

**Item No. 29.14:** **Proposal to adopt revision of DA on foreign tours after issuing OM by the Ministry of External Affairs vide no. Q/FD/695/03/2000, dated- 25-09-2023, Govt. of India.**

The FC advised the institute to submit a proposal in the matter to MoE for its consideration.

**Resolution:** A proposal to be submitted to MoE for consideration of approval.

**Item No. 29.15:** **Proposal for pay fixation of Prof. A. Srinivasan, Director, CITK.**

The FC noted the status regarding appointment of Prof. (Dr.) A. Srinivasan, IIT, Guwahati to the post of Director at Central Institute of Technology (CIT) Kokrajhar. As Prof. (Dr.) A. Srinivasan was drawing higher pay at IITG as compared to the scale of pay attached to the post of Director, CITK, the Finance Committee approved protection of his pay at CITK.

**Resolution:** Pay protection Prof. A. Srinivasan, Director, CITK, is approved as per rules.

**Item No. 29.16:** **Utilisation of fund in 1<sup>st</sup> Quarter of the F.Y- 2024-25**

**Resolution:** The status of release of fund by MoE in the 1<sup>st</sup> quarter of 2024-25 and the expenditure made by the institute as on 20/06/2024 has been noted by the FC.

**Item No. 29.17:** **Memorandum of Understanding (MoU) with Ministry of Education (MoE) for the F.Y- 2024-25.**

**Resolution:** The members advised the institute to submit MoU-2024-25 to MoE for its consideration and endorsement.

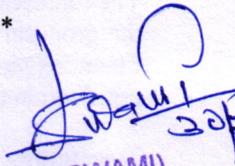
**Item No. 29.18:** **Status on Purchase of Pool Car.**

The Director, CITK informed the FC member about procurement of pool car by the institute. The members noted the status.

**Resolution:** Members noted the purchase of the pool car.

**The meeting ended with thanks to the Chair.**

\*.\*.\*

  
(M. SWAMI)  
Head of Section  
Establishment Branch  
CIT, Kokrajhar.  
20/7/2024