

**Indian Institute of Engineering Science and Technology, Shibpur**  
**Howrah -711 103**

Proceedings of the 3<sup>rd</sup> meeting of the Finance Committee of Indian Institute of Engineering Science and Technology (IEST), Shibpur held at 11 a.m. on 10<sup>th</sup> October, 2018 at the Conference Room of NIT Transit House, A-1/267, Block A1, Nauroji Nagar, Safdarjung Enclave, New Delhi-110 029.

The following members were present:-

1. Dr. Parthasarathi Chakrabarti, Director, IEST, Shibpur. - Ex-Officio Member, Finance Committee, IEST, Shibpur act as Chairman, Finance Committee, IEST, Shibpur
2. Mr. K. Rajan, Under Secretary, NITs, MHRD - representing Joint Secretary (NITs & DL), MHRD, GoI as member Finance Committee
3. Mr. Arun Kumar, Under Secretary, IFD, MHRD- representing Joint Secretary & Financial Advisor, MHRD, GoI as member Finance Committee
4. Prof. Shyamal Kumar Chattopadhyay, Professor, Dept. of Chemistry, IEST and member of BOG and Finance Committee
5. Prof. Subrata Chakroborty, Professor, Dept. of Civil, IEST and member of BOG and Finance Committee
6. Dr. Biman Bandyopadhyay, Registrar, IEST, Shibpur and ex-officio Member Secretary, Finance Committee

At the outset Prof. Parthasarathi Chakrabarti, Director and Chairperson of the Finance Committee (as per clause 17 (15) of the Statutes of the Institute) welcomed the members present in the meeting and placed the item-wise agenda for discussion.

**Item No.03.01**            **Confirmation of the Proceedings of the 2<sup>nd</sup> meeting of the Finance Committee held on 25<sup>th</sup> November, 2018 at IEST, Shibpur.**

**Resolution No.03.01:**

The modified Proceedings of the 2<sup>nd</sup> meeting of the Finance Committee held on 25<sup>th</sup> November, 2018 at IEST, Shibpur were circulated amongst the members. No further comments were received from the members. So the Proceedings of the 2<sup>nd</sup> meeting of the Finance Committee were confirmed.

**Item No.03.02**            **Action taken report on the Proceedings of the 2<sup>nd</sup> meeting of the Finance Committee held on 25<sup>th</sup> November, 2018 at IEST, Shibpur.**

**Resolution No.03.02:**

The Finance committee noted the action taken on the Proceedings of the 2<sup>nd</sup> meeting of the Finance Committee held on 25<sup>th</sup> November, 2018 at IEST, Shibpur.

The Finance committee further advised the Institute to follow the Act/ Statutory provisions as also GFR / CVC guidelines and instructions of MHRD strictly while taking action on the minutes.

**Item No.03.03**            **To consider the Annual Reports for the year 2016-17 of IEST, Shibpur.**

**Resolution No.03.03:**

The Finance Committee considered and found the Annual Reports for the year 2016-17 of IEST, Shibpur in order and recommended the same to be placed before the BoG for approval. Finance Committee also recommended that the Institute may take necessary action to send to Ministry for laying in the respective house of Parliament after approval of the Annual Reports for the year 2016-17 of IEST, Shibpur by the BOG.

**Item No.03.04 To consider the Final Accounts for the year 2017-18 of IEST, Shibpur.**

**Resolution No.03.04:**

The Finance Committee considered and recommended Final Accounts for the year 2017-18 of IEST, Shibpur for consideration of BoG.

**Item No.03.05 To consider the note on delegation of financial power to the various authorities of the Institute.**

**Resolution No.03.05:**

The Finance Committee considered the note and suggested a few changes in the proposed delegation of financial power to the various authorities of the Institute as under.

- 1 Under Sl. No. 03:
  - (a) For externally funded projects all kinds of purchases and other expenditures out of recurring and non-recurring grants upto 2.0 lakhs from the sanctioned project grant subject to budget provision shall be approved by the Principal Investigator.
  - (b) For externally funded consultancy works all kinds of purchases and other expenditures out of recurring and non-recurring grants from the sanctioned consultancy grant subject to budget provision shall be approved by the Dean (R & C) upto 2.00 lakhs.
  - (c) The financial limit above 2.00 lakhs for both mentioned in (a) & (b) must be approved by the Director.
- 2 Under Sl. No. 04: Routine monthly payments (a) salary, pension, scholarship, Bonus, LTC, etc. will be approved by the Director instead of the Registrar
- 3 Under Sl. No. 6: The HOD/HOS/Librarian shall approve upto Rs. 1 lakh instead of 2 lakhs.
- 4 Under Sl. No. 19: This should be deleted.
- 5 All approvals should be as per GFR 2017 and CVC guidelines.
- 6 Delegation of financial power to any officer or faculty member of the Institute by the Director shall be reported to Finance Committee and BOG as and when required.

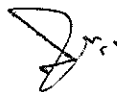
The Finance Committee recommended that the proposed delegation of financial power to the various authorities of the Institute with the above amendments be placed before the BOG for approval.

**Item No.03.06 To consider the note regarding change of signatories of the Bank A/c of the Institute.**

**Resolution No.03.06:**

The Finance Committee considered the note regarding change of signatories of the Bank A/c of the Institute with the following modifications and recommended the same to be placed before the BOG for approval:

1. For Institute Bank Account other than Research and Consultancy Project Account/ Continuing Education Programme Account cheque signing authorities shall be:  
Any two of the following for any amount upto Rs. 25 Lakhs:
  - (1) Director, (2) Registrar and (3) Dy. Registrar (Finance)For any amount above Rs. 25 Lakhs
  - (1) Director and (2) Registrar or Dy. Registrar (Finance)
2. For Research and Consultancy Project Account, Continuing Education Programme Account (for any amount)
  - (1) Registrar and (2) Dy. Registrar (Research & Consultancy) or Dy. Registrar (Finance)



**Item No.03.07** To note the Proceedings of the 1<sup>st</sup> meeting of the Building & Works Committee held on 29<sup>th</sup> December, 2017.

**Resolution No.03.07:**

The Finance Committee noted the Proceedings of the 1<sup>st</sup> meeting of the Building & Works Committee held on 29<sup>th</sup> December, 2017 and recommended to place it before the BOG for noting.

The Finance Committee further advised the Institute to follow the GFR Provisions/CVC guidelines as well as the MHRD instruction including the latest instructions with regard to norms / guidelines to be followed with regard to construction of new works / addition of new works (Letter date 16<sup>th</sup> July 2018)

**Item No 03.08** To consider the recommendation of the following items of the 1<sup>st</sup> meeting of the B & W Committee held on 29<sup>th</sup> December, 2017.

(i) Agenda Item No. 01.04: Sl. No. 1

Thorough repair of external surface and stair block of Prafichi Building with allied works within IEST, Shibpur. [Memo No. 714/4E-14/16-17, dated 29.09.2016 of SE, Nabanna Circle, PWD 2017 Estt. No. 23 NBNC for 2016-17 Estt Amt. Rs. 62,02,180/].

(ii) Agenda Item No. 01.06: Sl. No. 16

Installation, Testing & Commissioning of 415 Volt, 3 phase, 500 KVA, Silent D.G. Set attached to Sub-Station-II in the campus of IEST, Shibpur, Howrah [Memo No. 1218/W/HED-08/15, dated 08.09.2017 Estt. No. AE/BEC/80 of 2017-18 & 117/TA of 2017-18 S.E.P.E.C.PWD Estt. Amt. Rs. 61, 80, 000/-].

(iii) Agenda Item No. 01.08: Sl. No. 2

Electrical Installation for setting up new laboratories and also renovation and remodeling of existing space in the E&TC Engineering Department, IEST, Shibpur 2nd Floor [Memo No. 1630, dated 24.08.2017 Estt. No. AE/BEC/76 of 2017-18 & 08/HJED/BEC of 2017-18 Estt. Amt. Rs. 3,661,866 -/].

(iv) Agenda Item No. 01.1A

To consider the estimates as received from the Superintending Engineer, Nabanna Circle, PWD (Civil Wing) towards various repair and up gradation of the roads inside the Institute during 2017-18 "Phase-I"[Memo. No. 762/4E-14(H)/17-18 dt.13.12.2017, Estt.No. 49 NABC of 2017-18 Estt. Amt. Rs.75,26,166/]

(v) Agenda item No. 01.24M

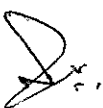
To consider the note submitted by the Dean, IPM on the definition of Minor and Major works and Delegation of Financial Power relating to Institute Works.

**Resolution No.03.08:**

The Finance Committee considered and accepted the recommendation on the above four items {Sl. No. (i) to iv)} of the 1<sup>st</sup> meeting of the B & W Committee held on 29<sup>th</sup> December, 2017 and recommended to place it before the BoG for further consideration. The Finance Committee further resolved that all the works should be executed as per GFR-2017 and CVC guidelines.

The Finance Committee also advised that gradually all works related to civil construction and maintenance and electrical installations and maintenance be offered in the first place to CPWD in case the work cannot be implemented by the Institute Works Division. If CPWD declines to accept the offer, then the Institute may look for other alternatives following GFR-2017 and CVC guidelines.

Regarding item no. (v) mentioned above on the definition of Minor and Major works and Delegation of financial power relating to Institute works, the Finance Committee approved the recommendation of the B & W Committee with the amendment that the Director may approve any project of minor work upto 50 lakhs



if it is within approved budgetary provision of the Institute.

The Finance Committee further advised the Institute to follow the GFR Provisions/CVC guidelines meticulously with regard to all works (including minor works) as well as the MHRD instruction including the latest instructions with regard to norms / guidelines to be followed with regard to construction of new works / addition of new works (Letter date 16<sup>th</sup> July 2018)

**Item No. 03.09 To note the Proceedings of the 2<sup>nd</sup> meeting of the Building & Works Committee held on 12<sup>th</sup> July, 2018.**

**Resolution No.03.09:**

The Finance Committee noted the Proceedings of the 2<sup>nd</sup> meeting of the Building & Works Committee held on 12<sup>th</sup> July 2018 and recommended the same to be placed before the BoG for noting.

The Finance Committee further advised the Institute to follow the GFR Provisions meticulously.

**Item No. 03. 10 To consider the recommendation on the following items of the 2<sup>nd</sup> meeting of the B & W Committee held on 12<sup>th</sup> July, 2018.**

(i) Agenda Item no 2.08

**Repair and painting of internal and external surface of F-type Qtr. (Block-2 & Block-3) and internal verandah and rooms of F1 type Qtrs. Within IEST, Shibpur during the year 2018-19. [Memo No. 1063 dated 07.05.2018 of E.E., P.W.D., Howrah Division Estt. No. 27 of 2018-19 Estt. Amt. Rs. 25, 31,726/-].**

(ii) Agenda Item no 2.09

**Repair and renovation of Pandya Hall including provision of approach road within IEST, Shibpur during the year 2018-19. [Memo No. 1336 dated 12.06.2018 of E.E., P.W.D., Howrah Division Estt. No. 49 of 2018-19 Estt. Amt. Rs. 27, 29, 615/-].**

**Resolution No.03.10:**

The Finance Committee considered and accepted the recommendation on the above two items of the 2<sup>nd</sup> meeting of the B & W Committee held on 12<sup>th</sup> July, 2018 and recommended to place it before the BoG for approval. The Finance Committee further resolved that all works should be executed as per GFR-2017 and CVC guidelines.

The Finance Committee also advised that gradually all works related to civil construction and maintenance and electrical installations and maintenance be offered in the first place to CPWD in case the work cannot be implemented by the Institute Works Division. If CPWD declines to accept the offer, then the Institute may look for other alternatives following GFR-2017 and CVC guidelines.

The Finance Committee further advised the Institute to follow the GFR Provisions meticulously.

**Item No.03.11 To note the implementation of 7<sup>th</sup> CPC and payment of arrear of the non-teaching employees and officers of IEST, Shibpur.**

**Resolution No.03.11:**

The Finance Committee noted the implementation of 7<sup>th</sup> CPC and payment of arrear to the non-teaching employees and officers of IEST, Shibpur. Sri K Rajan, Under Secretary MHRD pointed out that the Ministry has sent a letter to the Institute on the basis of some complaints in this regard. The Finance Committee requested the Institute to give a suitable reply to the letter received from the Ministry in this regard.

The Finance committee also advised the Institute to follow the order of 7<sup>th</sup> CPC strictly and not deviate from the same.

**Item No.03.12 To note the implementation of 7<sup>th</sup> CPC and payment of arrear of the faculty members of IEST, Shibpur.**

**Resolution No.03.12:**

The Finance Committee noted the implementation of 7<sup>th</sup> CPC and payment of arrear to the faculty members of IEST, Shibpur.

**Item No. 03.13. Misc.1 To consider the Budget Estimate for the year 2019-20 and Revised Budget Estimate for the year 2018-19 of the Institute.**

**Resolution No. 03.13. Misc.1**

The Finance Committee considered the Budget Estimate for the year 2019-20 and Revised Budget Estimate for the year 2018-19 of the Institute, which has already been sent by the Institute to the Ministry due to urgency and recommended that the same be placed before BoG for ratification.

There being no other items, the meeting ended with Vote of Thanks to the Chair.

*H. Bandyopadhyay*

(Dr. Biman Bandyopadhyay)  
Ex-Officio Member Secretary, Finance Committee &  
Registrar, IEST, Shibpur

Approved  
*Parthasarathi Chakrabarti*  
19.12.2018  
(Dr. Parthasarathi Chakrabarti)  
Director, IEST, Shibpur &  
Chairman, Finance Committee, IEST, Shibpur