

1-4 CP

**MINUTES OF THE THIRTEENTH FINANCE COMMITTEE
MEETING HELD ON 16.09.2004 AT 11.30 A.M.**

The Thirteenth Meeting of Finance Committee Meeting was held in the Chamber of Vice Chancellor, Guru Gobind Singh Indraprastha University on 16.09.2004 at 11.30 A.M. The meeting was attended by the following:-

- | | | |
|----|---|----------------|
| 1. | Prof. K.K. Aggarwal, Vice Chancellor, GGSIPU | - Chairman |
| 2. | Sh. P.K. Tripathi, IAS, Principal Secretary (Finance) | - Member |
| 3. | Mrs. Geeta Sagar, IAS, Secretary (Education) | - Member |
| 4. | Prof. Ranjit Roy Choudhary | - Member |
| 5. | Dr. C.P. Srivastava | - Member |
| 6. | Sh. Dev Trivedi | - Spl. Invitee |
| 7. | Mrs. Pooja Gupta, Dy. Secretary | - Spl. Invitee |
| 8. | Prof. O.P. Goyal | - Member Secy. |
| 9. | Sh. V.K. Aggarwal | |

Prof. K.K. Aggarwal, Chairman welcomed the Members of the Committee, specially Sh.P.K.Tripathi, Pr.Secretary(Finance) who was attending the meeting for the first time. At this juncture, Secretary (Education) desired that such a meeting may be held at least twice a year, to which all the Members agreed.

Agenda Item No. 13.01

The action taken on the decisions of the 12th Meeting were brought to the notice of all the Members.

Agenda Item No. 13.02

The Members confirmed the Minutes of the 12th Meeting held on 24.09.2003.

Agenda Item No.13.03 : Revised Estimates 2004-05 & Budget Estimates 2005-06 of the University

The Finance Committee considered the Revised Estimates 2004-05 and Budget Estimate 2005-06 and accepted the same to be forwarded to the Board of Management for approval. It was however informed by the Principal Secretary(Finance) that the Memorandum of Understanding sent to the Finance Department is under consideration and the decision is likely to be conveyed soon.

As per the University Act, the Finance Committee was also to approve the expenditure ceiling for the Financial Year 2004-05. The ceiling was kept at Rs.1995.65 Lacs for Recurring and Non-Recurring Expenditure and Rs.373 lacs for Capital Expenditure. It was, however, desired by the Members that all proposals regarding purchase of vehicles may be referred to the Finance Committee before its purchase.

Agenda Item No.13.04 : Purchase of Automatic DNA Sequencer for the School of Biotechnology.

Dean(SBT) Prof. P.C.Sharma was called in the meeting to explain in details the use of this equipment. The Finance Committee then approved the proposal with the advice that the possibilities may be explored after negotiation with the firm for extending the warranty for a period of 3 years instead of one year, as well as for providing free training of the staff.

Agenda Item No.13.05 :Creation of Additional Posts

After detailed discussion, the Finance Committee approved the creation of following additional posts to take care of the increased work load of the University:-

Designation of the Post	Pay Scales	No. of Posts Approved
Addl. Controller of Examinations	14300-18300	2 (Two)
Deputy Registrar	12000-18300	2 (Two)
Examination Officer	10000-15200	4 (Four)
Finance officer	10000-15200	1 (One)
Assistant Librarian	8000-13500	2 (Two)
Section Officer	6500-10500	2 (Two)
Junior Accounts Officer	6500-10500	2 (Two)
Professional Library Assistant	5500-9000	2 (Two)
Stenographer	4000-6000	4 (Four)
Data Entry Operator	4000-6000	6 (Six)
Assistant Accountant	4000-6000	2 (Two)
Examination Assistant	4000-6000	4 (Four)
Junior Assistant	3050-4590	4 (Four)
Pcon-cum-Lab Cleaner	2550-3200	4 (Four)
Total		41 (Forty One)

The Finance Committee also authorised the Vice Chancellor to assign some functions of the Registrar and/or COE to some professors in the University as and when needed.

The Committee also desired to work out an arrangement for hiring the services of some experts on requirement basis for improving the quality of education in Self Financing Affiliated Colleges.

Agenda Item No. 13.06 :Change of Nomenclature/ Pay Scale of the post of Manager (Admn.) and Manager(Finance) to that of Dy. Registrar.

The proposal was considered. It was however felt that IGIT being a constituent college, the original designations and pay scales may continue.

Agenda Item No.13.07 :Up-gradation of some posts of Senior Stenographer-cum-D.E.O. to Private Secretary.

The matter regarding up-gradation of post of Sr. Stenographer to Private Secretary was deferred to the next meeting with an observation that a definite proposal regarding its implementation and filling up of the existing vacant posts be submitted during the next meeting.

Secretary(Education) also desired that we may examine the implementation of Assured Career Plan Scheme in the University in consonance with the Govt. of India and Govt. of Delhi.

Agenda Item No. 13.08 :Reimbursement in lieu of car to the Officers who are authorised Free Transport Facility (e.g. C.O.F. & C.O.E. etc.)

The proposal was deliberated upon and it was decided that a consolidated amount of Rs.8,000/- which includes petrol, payment to driver and maintenance of vehicle be allowed to those officers who though are authorised dedicated Govt. transport but opt to use their own car instead of a hired taxi. Such officers will then be not allowed to use Govt. transport for any official duty.

Agenda Item No. 13.09 :Change of nomenclature/ parity in the pay scales of the posts of Store Keeper/Assistant Store Keeper in IGIT to that of Store Keeper/Jr. Store Keeper in the University.

The proposal was considered. It was however felt that IGIT being a constituent college the original designations and pay scales may continue.

Agenda Item No.13.10 :Up-gradation of pay scale of Junior Accounts Officer.

Since Govt. of Delhi has implemented the higher scales of Jr. Accounts Officer from the pay scale of Rs.5500-175-9000 to 6500-200-10500 vide circular dated 27.08.2004, the proposal was approved by the Finance Committee.

Agenda Item No. 13.11 : Annual Report for the Financial Year 2003-2004 duly Audited by the Chartered Accountant of the University.

Certified Balance Sheet, Income & Expenditure Account and Receipt & Payment Account 2003-04 were presented. The Finance Committee accepted the same to be forwarded to the Board of Management for approval.

Agenda Item No.13.12 :Revised Estimate for the year 2004-05 & Budget Estimate for the year 2005-06 of IGIT.

Revised Estimates for the year 2004-05 and Budget Estimates for year 2005-06 were considered and accepted by the Finance Committee to be forwarded to the Board of Management for approval. The Members of the Committee however observed that since the income of the IGIT was less than its expenditure, the Institute should ask for grant-in-aid on net deficit basis.

The Meeting ended with a Vote of thanks to the Chair.