



NATIONAL INSTITUTE OF TECHNOLOGY, ARUNACHAL PRADESH, YUPIA, Pin-791112

(Established by MHRD, Govt. of India)

Website : www.nitap.in, Fax No: (0360) 2284972

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F.24/DIR/NIT(AP)/FINANCE COMMITTEE/2012

DATE : 19/03/2015

MINUTES OF THE 7TH FINANCE COMMITTEE MEETING OF NIT, ARUNACHAL PRADESH HELD ON 19.03.2015 (THURSDAY) AT 10:00 AM AT NIT, A.P. GUEST HOUSE AT (ADABARI), GUWAHATI, ASSAM.

FOLLOWING MEMBERS ATTENDED THE MEETING:

1. Dr. Gangan Prathap, Chairperson, BOG, NIT, Arunachal Pradesh.
2. Prof. C.T. Bhunia, Director, NIT, Arunachal Pradesh.
3. Shri Arun Kumar, Under Secretary (TE), Department of Higher Education, MHRD, Govt. of India.
4. Shri Satpal Sharma, Under Secretary (IFD), Deptt. of Higher Education, MHRD, Govt. of India.
5. Professor P. P. Sahu, Professor, Electronics and Communication Engineering Deptt, Tezpur University, Tezpur, Assam.
6. Prof. Bubu Bhuyan, Associate Professor & Head, Department of Information Technology, NEHU, Shillong.
7. Dr. N.K. Pramanik, Dean In-charge (F&A), NIT, Arunachal Pradesh.
8. Shri S.P. Kar, OSD, NIT, Arunachal Pradesh, Yupia.

Agenda Items No 7.1: Confirmation of Minutes of 6th Finance Committee and Action Taken Report:

Decision: Minutes of the 6th Meeting of Finance Committee were duly approved. Reports of Action taken on decisions were noted.

Agenda Item 7.2: Consideration of procurement of books on Book Fair-cum-Exhibition, 2015:

For procurement of books from 2nd Book Fair-Cum-Exhibition at NIT, AP a meeting was held on 24.01.2015 with Director, Chairman of Library Committee, Deans and HoDs; where a decision was taken to procure books to meet the academic necessity of the session January - May, 2015 and other academic urgency. Scrutiny of the books in the meeting is found to be in order. The scrutinized and the

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recommended books are decided to be procured as per the last year followed by NIT-Arunachal Pradesh with discount as below on spot from Book Fair-Cum-Exhibition 2015:

- (i) 21% for Indian Publishers;
- (ii) 27% for Foreign Publishers.

Submitted invoice/bills by the participants are as follows:

Sl. No.	Vendor wit Bill No.	Bill No.	Price as per Bill (Rs.)
01	Jyoti Books, Kolkata	MI/1/2014-15/0677	341169
02	Avatar Books, Guwahati	AB/2013-14/380	332308
03	National Book Distributors, Guwahati	NBDI/379/13-14 & 378/13-14	459665
04	Overseas Press India Pvt. Ltd., New Delhi	22508, 22509, 22529, 22530 & 22531	342500
05	Nivedita Book Distributor, Guwahati	NBD/4361,4369, 4350 & 4360	216242
06	Eastern Book House, Guwahati	4161, 4162 & 4163	213624
07	Ronit Book Distributors, Guwahati	RBD/2014-15/1051	287700
08	Bidya Mandir, Guwahati	269	92962
09	Sunny Book Distributors,Guwahati	SBD/2014-15/007, 008	105753
10	N. E. Books, Silchar	NEB/14-15/51	267681
11	M. R. Books, Guwahati	2014-2015/MRB/191& 181	580825
12	Akademia Book International, New Delhi	ABI 23754	59905
13	Techniz Books International, New Delhi	TZ 14331	124025
14	The New Knowledge Tree,New Delhi	NKT/232	305341

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15	Technical Book Source, Delhi	TBS/IN 5047	171523
16	B & B Publisher & Distributor, Guwahati	B&B1051, 1050	592317
17	Scientific Book Distributors, New Delhi	SBD/3227 & 3225	226720
18	Nimbus Books, Guwahati	NB/2015-16/001	140554
19	S. Chand & Company, Guwahati	8007003176 & 8007003177	80952
20	Allied Publishers Pvt. Limited, Kolkata	CA/2014/CR/0001329	679757
Total Rs.			56,21,523/-

(Rupees fifty six lakh twenty one thousand five hundred twenty three only)

(Annex –I may be seen for due advertisement & resolution of meeting of Deans/ HoDs.)

The procurement may be approved in line with the approval of FC under agenda 6.5 and in consideration of procurement of books of all UG/PG programs.

Decision: Noted and approved, as proper codal formalities and GFR were duly followed.

Item No 7.3: Information for Procurement of items of various laboratories of departments

A. Quotations were invited vide no : NIT/AP/ECE/Budget/2013/548,549 & 550, dated 12/08/2014, NIT/AP/HoD(CE)/CE ENGG/08/929-930, dated 14/10/2014, NIT/AP/HoD(BSH)/CHEM/2013-14/01/1311-12 dated 07/01/2015, NIT/AP/HOD/(BSH)/CHEM/2013-14/01/1447 dated 24/01/2015, NIT/AP/HOD/(BSH)/MW/2012/03/1448 dated 24/01/2015, NIT/AP/EEE/CS-lab/13/01/1279-80 dated 19/12/2014, NIT/AP/PUR-10/2011/905 dated 12/10/2014, NIT/AP/LIB/8/2012/906 dated 12/10/2014, NIT/AP/PUR-10/2011/1306 dated 06/01/2015, NIT/AP/ECE/Student/Project/2014-15/1592 dated 16/02/15 for procurement of various laboratory items. As per 2-tier tendering process (firm's, technical bids and financial bid), bids were invited separately and examined separately to make the procurement process transparent and squarely fair. The tender papers

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were examined by the institute level purchase committee with due recommendation followed by vetting of external expert committee made of namely : Prof. P. P. Sahu, Tezpur University, Prof. M. F. Hussain, HoD, Chemistry, NERIST, Prof. Sarsing Gao, HoD, EE, NERIST, Dr. M. Chandrasekaran, Associate Professor, ME, NERIST Dr. Asis Giri, Associate Professor, ME, NERIST, Prof. S.K. Sahu, HoD, CE, NERIST. The copies of advertisement & the vetted recommendations are placed at ANNEX--- 3. Based on vetted recommendation Director accorded approval and sanction for procurement as stated in the table as below :

Status of supply orders of various firms and approx. estimated cost therein is as follows:-

Name of labs	Deptt.	Name of firms	Status of order	Approx. Estimated amount	Remark
Electronic system and Design	ECE	M/s Monorama Enterprise, Kolkata	Order issued	Rs.4842607/-	
Manufacturing and robotics	ECE	1) M/s Vishal Vyapar Vikash, guwahati	Materials installed	Rs.1706050/-	
		2)M/s Trident Techlabs, Delhi	Materials installed	Rs. 1296750/-	Rs.988000/- released
VLSI	ECE	1)M/s Maverick Technologies, Guwahati	Materials installed	Rs. 679665/-	
		2)M/s Trident Techlabs, Delhi	Materials installed	Rs. 1653750/-	Rs.1260000/- released
Wireless and communication Engg.	ECE	M/s Trident Techlabs, Delhi	Materials installed	Rs. 1653750/-	Rs.1260000/- released
Structural lab	CE	M/s Sam Technologies, Ambala	Order issued	Rs.13211901/-	
Fluid Mechanics lab	CE	M/s Sam Technologies, Ambala	Order issued	Rs.4669668/-	
Fluid Mechanics lab	ME	M/s Sam Technologies, Ambala	Order issued	Rs.7077876/-	
Smithy & Foundry shop lab	ME	M/s Naskar & Company	Order issued.	Rs.391025/-	

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Geology lab	CE	M/s Geotech Instruments, Roorkee	Order Issued.	Rs.172800/-	
Smithy & Foundry shop lab	ME	M/s Geotech Instruments, Roorkee	Order Issued.	Rs.375510/-	
Furniture	ECE	M/s BMG Informatics Pvt. Ltd., Guwahati	Materials installed	Rs.343170/-	Rs.310353/- released.
Furniture	Academic	M/s Lalani International, Guwahati	Materials installed	Rs.628610/-	Rs.628610/- released
Furniture	Library	M/s Beatrix system & services, Guwahati	Materials installed	Rs.165500/-	
Project Materials	ECE	M/s Maverick Technologies, Guwahati	Partial Material received	Rs.416250/-	
Chemistry lab	Chemistry dept.	1)M/s Fusion Systems, Guwahati	Order Yet to be issued	Rs.36750/-	
		2)M/s Relied Enterprise, Tezpur	Order Yet to be issued	Rs.138430/-	
		3)M/s Neofam Instruments, Guwahati	Order Yet to be issued	Rs.758525/-	
Control System lab	EE	1) M/s Vishal Vyapar Vikash, Guwahati	Order Yet to be issued	Rs.7270750/-	
		2)Niyo Engineers, Pune	Order Yet to be issued	Rs.263736/-	
Machine lab	EE	M/s Techno Systems, Guwahati	Order Yet to be issued	Rs.7671500/-	

Finance Committee may like to ratify & approve.

Decision: Noted and approved as codal formalities and GFR were followed in each of the cases.

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Item No 7.4: Intimation & Ratification of final audited Utilization Certificate for the Financial Year 2013- 2014

After due audit, Utilization Certificate of financial year 2013- 2014 was furnished and sent to MHRD on 12th January' 2015 which is placed in Annex- 4 for intimation & approval of Finance Committee.

Decision: Noted and approved.

Agenda Item No 7.5: Consideration of Grade Pay of members of staff

Several applications are being received from employees recruited in first slot for regularization of Grade Pay as per CCs rule etc. The matter of Grade Pay for staff members was earlier discussed in Finance Committee & Board of Governors for consideration of few cases for which approval was obtained. To have a uniform considered view for the employees recruited in the first lot, a report was made by Sri R K Bandyopadhyay, former Deputy Secretary, MHRD which is placed in Annex – 5 for approval of Finance Committee.

It is proposed that the recommendation in Annex – 5 may be approved by Finance Committee.

Decision: After detailed discussions, it was decided that the matter may be treated in reference to direction of MHRD under Recruitment Rules.

Agenda Item No.7.6: Consideration of tuition fee for B.Tech/M.Tech and other courses for SC/ST students regarding.

In consideration of decision in this regard as taken in the 6th Finance Committee and a survey made in this respect of other NITs as placed in [Annexure-6], it is proposed that in NIT, Arunachal Pradesh the tuition fee for all courses for SC/ST candidates may be 50% of the fee for General and OBC candidates as a rule of uniform practice. This may be examined and considered by the Finance Committee.

Decision: As a reference was made that the MHRD is under review of the whole process of reservation/concessional fee etc., it was decided that existing tuition fee of Rs.35,000/- will continue for SC/ST students.

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Agenda Item No 7.7: Intimations & approval of the fund released for construction of permanent Campus at Jote

This is for intimations & approval of the fund released for different construction works allotted to different Govt. agencies for allotted construction work as per approval of Building & Works committee / previous Finance Committees & Board of Governors. The consolidated amount released so far to the agencies is Rs. **12161.75 Lakh** (Rupees One hundred twenty one crore sixty one lakh and seventy five thousand) only. (Annex – 7)

Decision: Noted and approved, as GFR was duly followed.

Agenda Item No.7.8: Consideration of Honorarium, Pay enhancement etc.

- A. Shri R.K. Bandyopadhyay, Former Deputy Secretary of MHRD helped substantially and was instrumental in making Annual Report of 2012-13 and 2013-14. As per previous approval of Finance Committee and BoG, Shri R.K. Bandyopadhyay is rendering services on demand one week a month to streamlining the administration and financial check and balance. He is drawing a remuneration of Rs. 20,000/- per trip for this purpose as per approval of FC/BoG. For consideration of the services rendered in making Annual Report, he is requesting for honorarium of Rs. 40000/-. It is proposed that Rs. 20000/- may be approved as a one-time grant to Shri R.K. Bandyopadhyay, Former Deputy Secretary of MHRD.
- B. With due approval of Finance Committee and BoG, Dr. P.K Deb, Retired Medical Officer, NERIST was engaged as part-time Medical Officer to render Medical treatment to the employees, members of faculty and students in the this remote location where no medical facilities are available on spot. His monthly remuneration is Rs. 30000/- against the sanctioned post of a Nurse. Dr. Deb represented for enhancement of remuneration. Finance Committee may consider the proposal and take a considered view on the issue. Supported papers are placed in [Annexure-8].

Decision: (a) Approved.

(b) Contract appointment may be extended to the Medical Officer for one year at a consolidated salary of Rs.40,000/- PM.

Agenda Item 7.9: Financial requirement in 2014-15 --- regarding:

The intimation is placed in [Annexure-9] for the financial requirement sent to MHRD for the Financial Year 2014-15.

FC may note and approve the same.

Decision: Noted and approved.

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Agenda Item No 7.10: Reimbursement of medical claims:

As approved by Finance Committee & Board of Governors in its meeting (6th & 9th respectively) medical claim of employee have cleared as per rule. The following amounts have been incurred following the directives of Finance Committee & Board of Governors.

[i] Sri Nabam Talar, ASO for special treatment of his sister at Dr. Mahajans Hospital, Mumbai
.....
Rs. 5,90,740/-
Rs. 2,44,700/-

[ii] Other employees.....
Rs. 1,60,381/-
Rs. 1,69,141/-
Rs. 23,879/-

TOTAL

Rs. 11,88,841/-

(Rupees eleven lakh eighty eight thousand and eight forty one only)

The bills are still pending as attached in **Annex – 10**.

It is proposed that reimbursement may be allowed on clearance of M.O. & subsequent examination of rule position in this regard to.

Finance Committee may approve the same.

Decision: Cost of medicines and medical treatment may be paid with admissible limit as per CCS Rule.

Agenda Item No.7.11: Wi-Fi Connectivity at Deer Hall of Residence for Boys regarding.

About 250 students of UG/PG are staying in the said hostel having no wi-fi connectivity. Out of existing five hostels, this new hostel is not having wi-fi connectivity. A budgetary estimate of Rs 25 lac is placed in [Annexure-11] for approval of the Finance Committee.

Once approved the work may be taken up following codal formalities and GFR:

Submitted for approval of the FC.

Decision: Approved.

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Agenda Item No.7.11.1: Seeking approval of FC to meet shortfall of mess account:

A. 4th year (total number of students is 81) are paying Rs. 2600/- per month as mess fee. 3rd year (total number of students is 75) are Paying Rs. 2700/- per month as mess fee. 2nd year (total number of students is 107) are Paying Rs. 3300/- per month as mess fee. For 1st year (total number of students is 158) are Paying Rs. 3300/- per month as mess fee. Due to high market price and demand of the food supplier authority tried to enhance mess fee. But there had been a stiff resistance from students on submission that they took admission based on stated mess fee at time of admission. On the other hand authority is bound to pay the food supplier average Rs. 3200/- per student per month. In view of this at present, approx Rs. 9,00,000/- (Rupees nine lakh) is found as short fall per year in mess account. The NIT, AP collected onetime fee of Rs. 20, 000/- (Rupees twenty thousand) only per student in time of admission for transportation, accommodation etc. from 2013 batches onwards. Total collection in the year 2014 is about Rs. 31,60,000/- (Rupees Thirty one Lakh sixty thousand only) approximately.

It is proposed that short fall of amount of mess account be made from the one time paid amount as above as it is IRG & well within the pervue of FC for re-appropriation. .

B. Due to high market price in Arunachal Pradesh it is proposed that for the student taking admission 2015-16 mess fee will be fixed at Rs 3,500/- per student per month.

C. It is also proposed that as per practice of Established other NITs/ IITs the hostel mess will be handed over to students gradually and phased basis.

Decision: Approved. (A, B & C).

Agenda Item No.7.11.2: Seeking ratification of UC submitted to MHRD:

The Utilization Certificate (Financial Year 2014-15 till date) to be submitted to MHRD is placed at [Annexure: 12] for ratification and approval of the Finance Committee.

Decision: Noted and approved.

Agenda Item No.7.11.3: Consideration of demand of students and employees for engagement of Central/Govt. Police Force for Security Purposes:

There has emerged a demand from the students as well as the request from employees for engagement of Central/Govt. Police Force for campus security. Such a demand/request is found

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to be not unreasonable considering the obvious security threats frequently faced by the students and employees of the Institute on undue and inconvenience issues. As of now, campus security is ensured by Third Party private agency with around 80 staffs at a monthly cost of around Rs.7,50,000/- only. In fact, the cost involvement for deployment of Central/Govt Police Force will be not less than four times incurred on private agencies.

So a reasonable and optimal decision considering the balance of necessity of security and the cost expenditure may be decided upon by the FC.

Decision: Twenty numbers of Central/Govt. Police Force (Armed) and Ten numbers of gunmen from existing Third Party Contractor may be deployed for providing required security to the students/staffs/members of faculty and campus.

Agenda Item No.7.11.4: Seeking approval for consolidation honorarium for employees willing to work voluntarily on Saturdays with compensatory off less than entitlement to:

For prompt and productive growth of the Institute at this formidable stage, Institute is running presently six days a week as approved by the BoG and the FC with compensatory off in lieu of working on Saturdays given in a merged phase in a gap of two months alike. It is noticed that, entitled compensatory is not adjustable due to academic/administrative reasons thereof. To encourage the spontaneous commitment shown by the employees on working on Saturdays (even in some cases on Sundays and holidays), it is proposed that a consolidation honorarium of Rs.1,000/- per semester per employee may be given to all sections of employees working on Saturdays for which Rs.71,000/- x 2 = Rs.1,42,000/- per year may be approved for the time being and proportionally with increase of number of employees.

FC may consider and approve the proposal making it an exempletory uniqueness in shaping new Institute.

Decision: Approved as the amount of Rs.2,000/- is admissible within maximum limit of Rs.5,000/- per year per person as per Govt. Rule.

Agenda Item No.7.11.5: Introduction of PDS(A) w.e.f. Financial Year 2015-16:

Earlier BoG approved to reimburse Rs.30,000/- for the purpose of laptop to each of faculty members for carrying out academic activities as well FC approved for the reimbursement of cost of participation in National/International Conferences as per entitlement under previous Rule of 5th Pay Commission. PDS(A) was not allowed in view of Institute being a new one and having no substantial research initiatives and culture in 2011-12.

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As of now, Institute has initiated Ph.D programmes. 14 Ph.D scholars are working. Members of Faculty are publishing/presenting papers in referred journals/conferences. In view of that, PDS(A) may be implemented w.e.f. 2015-16 Financial Year with Rs.1,00,000/- per year for all admissible purposes for members of faculty with carry over if not spent within a limit that in 3 years total admissible amount will be Rs.3,00,000/- Lakhs.

FC may please approve the proposal.

Decision: Approved, and Govt. Rules may be followed for this purpose.

Agenda Item No.7.11.6: Seeking approval for fixation of ceiling (maximum admissible honorarium (per month) for guest faculty:

Earlier BoG approved the following rates:

1. Lecturer – Rs.1,000/- per one hour class
2. Assistant Professor – Rs.1,500/- per one hour class
3. Associate Professor – Rs.2,000/- per one hour class
4. Professor – Rs.2,500/- per one hour class

Now, it is felt that there should be ceiling for admissible amount for such lecture delivered by part time members of faculty at any grade, for which it is proposed ceiling/maximum amount will be as below:

1. Lecturer – Rs.30,000/- per month
2. Assistant Professor – Rs.45,000/- per month
3. Associate Professor – Rs.60,000/- per month
4. Professor – Rs.75,000/- per month

FC may like to approve the proposal.

Decision: Approved.

Agenda Item No.7.11.7: Consideration of quarterly fixed deposit of security money retained from employees on contract/probation:

As per approval of FC and BoG for the purpose of security of 10% of the total salary in respect of following employees are retained:

1. Prof. P.D. Kashyap, Associate Professor, Electrical Engineering.
2. Shri S.P. Kar, Accountant, OSD In-charge.
3. Ms. Momi Das, Junior Assistant, dealing with cash.

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There is a request from the employees that the Institute can keep the retained amount in fixed deposit on quarterly basis, so that they can earn/get substantial interest/benefit on the retained amount.

FC may consider the proposal.

Decision: Approved.

The Meeting ended with a vote of thanks to the chair

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