



**National Institute of Technology,
Arunachal Pradesh
Yupia, Arunachal Pradesh – 791 112**

**MINUTES OF THE EIGHTEENTH MEETING OF THE FINANCE COMMITTEE OF
NATIONAL INSTITUTE OF TECHNOLOGY, ARUNACHAL PRADESH**

Date/Time : 18th June, 2019/ 11:00 AM

**Venue : AICTE Conference Room, AICTE Building,
New Delhi**

**Minutes of the 18th Meeting of the Finance Committee of
National Institute of Technology, Arunachal Pradesh
held on 18.06.2019 at 11.00 AM in
AICTE Conference Room, AICTE Building, New Delhi**

The following members were present:

- | | | |
|---|---|---------------------|
| 1 | Prof. Anil D. Sahasrabudhe, Chairperson, BoG,
NIT-Arunachal Pradesh & Chairman, AICTE, New
Delhi | - Chairperson |
| 2 | Prof. Pinakeswar Mahanta, Director, NIT,
Arunachal Pradesh | - Ex-Officio Member |
| 3 | Shri. K. Rajan, Additional Secretary, Department of
Higher Education, Ministry of Human Resource
Development, Govt. of India, New Delhi | - Member |
| 4 | Shri. D. K. Singh, Deputy Secretary, Finance,
Ministry of Human Resource Development, Govt.
of India, New Delhi | - Member |
| 5 | Dr. Mainak Mallik, Dean (P&D) & Associate
Professor, NIT, Arunachal Pradesh | - Member |
| 6 | Dr. Mihir Kumar Shome, Registrar In-charge, NIT,
Arunachal Pradesh | - Member Secretary |

Dr. Atop Lego, Chief Engineer (SID&P) Arunachal Pradesh Public Works Department,
Govt. of Arunachal Pradesh – Member was absent due to pre occupation.

The Chairman welcomed all the members of the Board to the meeting.



The agenda of the day was taken up as below:

SECTION - A: Confirmation of Minute and Action Taken Report	
Confirmation of the Minutes of the 17th Meeting of the Finance Committee of the Institute held on 22nd March, 2019	
Item No: 18.01	<p>The Seventeenth Meeting of the Finance Committee (FC) of the Institute was held on 22nd March, 2019 at AICTE Conference Room, New Delhi. The Minutes of the meeting was circulated amongst the members of the Committee for their comments / observations, if any.</p> <p>The Finance Committee is requested to CONSIDER AND CONFIRM the Minute of the 17th Meeting of the FC. (<u>ANNEXURE-1</u>, Page – 08 to 11).</p>
Decision of the Finance Committee	<p>Minutes of 17th FC meeting of NIT, Arunachal Pradesh was CONFIRMED after taking into consideration of the comments sent by MHRD and other members as enclosed at <u>ANNEXURE-1</u>.</p> <p>However, the Institute should strictly follow the Act/statutory provisions as well as GFR provisions and MHRD/Gol instructions while taking action on the minutes.</p>
Action taken report of the decision of the 17th Meeting of the Finance Committee of the Institute held on held on 22nd March, 2019	
Item No : 18.02	<p>Action taken report on the decisions of the Seventeenth Meeting of the Finance Committee of the Institute held on 22nd March, 2019 at AICTE Conference Room, New Delhi is placed before the Committee. It was reported that actions have been taken as per decision. The FC was requested to CONSIDER, NOTE AND ADVICE, if any. (<u>ANNEXURE-2</u>, Page – 12 to 14).</p>
Decision of the Finance Committee	<p>The action taken report was discussed in detail and the Ministry's representatives gave their suggestions, which may be taken into consideration by Institute. It is also advised that the Institute should strictly follow the GFR Provisions/ Act/Statutory Provisions as well as MHRD/Gol instructions while taking action on the Minutes. The Finance Committee NOTED the actions taken on the decisions of the 17th Meeting of the Finance Committee of the Institute held on held on 22nd March, 2019 as reported.</p>
SECTION- B: Administrative items requiring FC's approval	
Approval of Institute Budget for the financial year 2019-2020	
Item No. 18.03	<p>As per letter F. NO. 36-10/2018-TS.III dated 15 March 2019 issued by Ministry of Human Resource Development, Department of Higher Education, Technical Section –III, New Delhi (<u>ANNEXURE-3</u>, Page – 15 to 18) the budget allocation for NIT Arunachal Pradesh is Rs.36.72 cr for the financial year 2019-2020. Head wise allocation is mentioned below:</p>

	OH-31	OH-35	OH-36	Total
	9.92 cr	10.00 cr	16.80 cr	36.72 cr
	For better and smooth financial management of the Institute as per PFMS account head, an internal budget of the allocated fund by the Ministry is prepared and placed at ANNEXURE-4 , Page – 19 to 21			
	The Finance Committee is requested to APPROVE as proposed.			
Decision of the Finance Committee	The Finance Committee APPROVED the proposed Institute internal budget for the financial year 2019-2020 as at ANNEXURE-4 . However, it may be ensured that till the approval of the Revised Cost Estimate by the Cabinet, no capital grant should be incurred and no re-appropriation from one head to other should also be done. This should be followed strictly.			
Approval to release 7th CPC's arrear allowance				
Item No. 18.04	As per Letter F. No. 33 -1/2019-TS.III (Pt) dated 5 th February, 2019, issued by Ministry of Human Resource Development, Department of Higher Education, Technical Section –III, New Delhi, (ANNEXURE-5 , Page - 22 to 25) regarding "revision of allowance of faculty, scientific/design staff and non-teaching staff as per recommendations" of 7 th CPC was adopted at NIT Arunachal Pradesh with effect from 01 July 2017. From February 2019 the revised allowance has been implemented to all the faculty, scientific/design staff and non-teaching staff of NIT Arunachal Pradesh, now the arrear for allowances with effect from 01 July 2017 to 31 January 2019 have been calculated and placed at ANNEXURE-6 , Page – 26 to 28. The total amount of arrear allowance is Rs.95,78,302.00 (Rupees ninety five lakhs seventy eight thousand three hundred two only) including Faculty and Non-Faculty staff. The amount may be paid from account head 36.			
	The Finance Committee is requested to APPROVE as proposed.			
Decision of the Finance Committee	The Finance Committee APPROVED the arrear allowance as proposed.			
Submission of draft UC for the financial year 2018-2019				
Item No. 18.05	The provisional accounts and the UC for the financial year 2018-2019 duly prepared the Chartered Accountant firm M/s Ramen Sarma and Co, Guwahati is in final stage and the same will be placed on the Table.			
	The Finance Committee is requested to NOTE AND ADVICE , if any.			
Decision of the Finance Committee	The Finance Committee NOTED and ADVISED to submit the final UC on time.			







Approval of Institute Disposal Manual	
Item No. 18.06	<p>With the passage of time, many of the goods purchased by the Institute have become unserviceable, scrap or obsolete. In order to avoid unnecessary inventory carrying cost, decrease in resale price values, space constrain, etc. a procedure for disposal of such items has been formulated. For smooth and procedural disposal a draft Disposal Manual has been formulated in line with GFR 2017 rule 217 to 223 and IIT Guwahati Disposal Manual. This manual will help the institute not only for disposing of the scraps at regular interval but also for maintaining the proper accounts. The draft Disposal Manual of the Institute is placed at <u>ANNEXURE-7</u>, Page – 29 to 41.</p> <p>The Finance Committee is requested to APPROVE as proposed.</p>
Decision of the Finance Committee	The Finance Committee APPROVED the Disposal Manual as proposed with minor changes and recommended that the GFR and MHRD guidelines is to be followed for the process, format and rate of depreciation.
TA / DA reimbursement limitations for presenting paper in national / international conferences, attending workshops / seminars / short term courses etc. within country and Internship to students under TEQIP III.	
Item No. 18.07	<p>NPIU suggested the Coordinator of TEQIP-III, NIT-AP to frame guidelines for students at Institute level to avail TA/DA facilities for academic events, as NPIU is not having any specific guidelines for students except faculties and staff. As per the advice of NPIU, the following rules are proposed.</p> <ul style="list-style-type: none"> - To and fro journey by Rail in 3 Tier AC from the headquarter to the destination or nearest railway station for presenting paper in conferences, attending workshops / seminars / short term courses etc. within country and Internship. For routes where railway connectivity is not there, journey by bus, car on sharing basis is also permissible subjected to submission of appropriate tickets / invoice. <p>For presenting paper in conferences, attending workshops / seminars / short term courses etc. within country the reimbursement-may be allowed as mentioned below:</p> <ul style="list-style-type: none"> • Rs.300.00 per day will be the DA and will be governed by TEQIP III norms. • Rs.113.00 per day for local travel. • Rs.500.00 per day as lodging expenses against actual GST Bill. • Rs.15,000.00 will be the limit for registration fee (if any) for any of above programs. <p>For internship the reimbursement-may be allowed as mentioned below (Any type of paid internship will not be entertained for the purpose of reimbursement under TEQIP III):</p> <ul style="list-style-type: none"> • Rs.3,000.00 will be the limit of DA expenses for duration of 28 days or above. • Rs.5,000.00 will be the limit of reimbursement of lodging expenses (if any) against actual GST Bill. <p>All the expenditures related to the above proposal will be borne from TEQIP Fund,</p>

	The Finance Committee is requested to APPROVE as proposed.
Decision of the Finance Committee	The Finance Committee APPROVED the proposal as suggested by NPIU and proposed by the TEQIP Cell, NIT Arunachal Pradesh. However, the TEQUIP Guidelines should be thoroughly followed in consultation with NPIU.
Report of the Hostels Maintenance Committee	
Item No. 18.08	<p>As per decision of 16th Finance Committee of NIT Arunachal Pradesh under Agenda Item No: 16.4 and 16.9 (ANNEXURE-8, Page - 42) regarding maintenance of Hostels the following committee was constituted:</p> <ol style="list-style-type: none"> 1. Prof. D N Buragohain, Former Director, IIT, Guwahati 2. Er. S P Singh, Rtd. ADG, CPWD, Govt of India 3. Dr. M. Mallik, Dean (P&D), NIT Arunachal Pradesh 4. Er. Gomar Bam, JE, NIT Arunachal Pradesh <p>Committee submitted its report and the same is placed in ANNEXURE – 9, Page – 43 to 44</p> <p>As per report of the committee the approximate estimated cost for maintenance of Hostels will be around Rs.34,33,263.00 (Rupees thirty four lakhs thirty three thousand two hundred sixty three only). The committee recommended to implement maintenance work in two phase. In Phase - I the approx. expenditure estimated is around Rs.24,35,495.00 and the committee recommended to start the work of Phase-I immediately. On successful completion of Phase I, the committee will review the work and will recommend for Phase-II.</p> <p>Finance Committee may like to APPROVE the same as proposed.</p>
Decision of the Finance Committee	The Finance Committee APPROVED the proposal and suggested to book the expenditure from the IRG account head of the Institute.
Travel support and leave to Mr. Sunit Kr. Nandi, Trainee Teacher	







New saving account opened at SBI Naharlagun

Item No. 18.10 As per decision of the 21st BOG and 15th FC of NIT Arunachal Pradesh, agenda item no: 21.39 and 15.18 (**ANNEXURE – 12**, Page – 50 and 51) respectively a saving account bearing account number 38208188746 was opened at SBI Naharlagun Branch, Arunachal Pradesh.

Finance Committee may like to **NOTE AND RATIFY** the same.

Decision of the Finance Committee The committee NOTED and suggested to utilize the account to generate maximum interest by availing Multi Option Deposit Scheme (MODS) facilities.

Item No. 18.11

Implementation Tally Software

As of now the Accounts of NIT Arunachal Pradesh was maintained manually. For smooth and accurate Accounting Tally Software was installed. Now all books of accounts of NIT Arunachal Pradesh are maintained in Tally Software.

Finance Committee may like to **NOTE AND RATIFY** the same.

Decision of the Finance Committee The Finance Committee NOTED and suggested to explore the integration of the software with the ERP System developed by IIT Kharagpur which is in process of implementation under TEQIP-III.

Implementation of Public Financial Management System (PFMS)

Item No. 18.12 The EAT module of PMFS is implemented at NIT Arunachal Pradesh in full-fledged. All the

	<p>accounting transactions are maintained on regular basis and payments are made through PFMS portal only.</p> <p>Finance Committee may like to NOTE AND RATIFY the same.</p>
Decision of the Finance Committee	The Finance Committee NOTED and appreciated.
Implementation of Revised DA	
Item No. 18.13	<p>A communication received from Smt Nirmala Dev, Dy. Secretary, Govt. of India, Ministry of Finance, New Delhi vide no : 1/1/2019-E-II (B) dated 27th February, 2019 regarding "Grant of Dearness Allowance to Central Government employees – Revised Rates effective from 01/01/2019" is placed in ANNEXURE – 13, Page - 52</p> <p>The same has been adopted at NIT Arunachal Pradesh from the month of April 2019 effecting from 1st January 2019. After implementation of the enhanced DA @ 3% of the basic pay, the total DA raised to 12% of the Basic.</p> <p>Finance Committee may like to NOTE AND RATIFY the same..</p>
Decision of the Finance Committee	The Finance Committee NOTED and RATIFIED.
GST Registration	
Item No. 18.14	<p>As per Goods and Service Tax Act it is mandatory to register all the buyer and seller under in GST Portal, for filling GST returns. The PAN based GST registration of NIT Arunachal was done successfully during the month of April 2019. The GST Number of NIT Arunachal is 12AABAN3369B1Z3. GST certificate is placed in ANNEXURE – 14, Page – 53 and 54.</p> <p>Finance Committee may like to NOTE AND RATIFY the same..</p>
Decision of the Finance Committee	The Finance Committee NOTED AND RATIFIED .
Procurement through GEM started	
Item No. 18.15	<p>As per order of Ministry of Human Resource Development, Govt. of India all possible procurement should be done through GEM. In view of this, NIT Arunachal Pradesh got registered with GEM portal. Now procurement through GEM portal is active and process to purchase started.</p> <p>Finance Committee may like to NOTE AND RATIFY the same.</p>
Decision of the Finance Committee	The Finance Committee NOTED AND RATIFIED .
SECTION- D :Any other item with the permission of Chair	





