



# CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

(Centrally Funded Institute under MHRD, Govt. of India & Approved by AICTE)

BODOLAND TERRITORIAL AREA DISTRICTS :: KOKRAJHAR :: ASSAM :: 783370

Website: [www.cit.kokrajhar.in](http://www.cit.kokrajhar.in), [www.cit.ac.in](http://www.cit.ac.in)

## Minutes of the 6<sup>th</sup> Meeting of the Finance Committee of CIT, Kokrajhar held on 15<sup>th</sup> June, 2012 at the Conference Hall of Hotel Athiti at Paltan Bazar in Guwahati.

The Hon'ble Charirman of the Board of Governors (BoG), CIT, Kokrajhar, Prof. Kulendu Pathak, called the meeting to order and welcomed all the members present in the meeting. After a threadbare discussion in the meeting the following resolutions were adopted.

Item No.06.01: Report on Physical and Financial progress of CIT, Kokrajhar. Physical and Financial Progress of the Institute is placed at Annexure – I for consideration of the Members.

**Resolution:** The Hon'ble Members of the Finance Committee (FC) discussed the physical progress and financial progress of CIT, Kokrajhar and unanimously approved the expenditure incurred on capital work for Rs. 64,73, 10, 247.00 only since inception i.e. 2007-08. The FC approved the expenditure for Rs. 8,48,76,240.00 during the FY 2012-13. The members directed the Institute to place the action taken report of the meetings along with the minutes.

Item No.06.02: Annual Report/Audited Accounts of CIT Kokrajhar for the year 2010-11.

The Annual Report along with Audited accounts of the Institute for the year 2010 -11 has since been finalized. The documents are required to be furnished to the Ministry of HRD for laying the same on the table of both the Houses of the Parliament. As the FC Meeting could not be held prior to submission of the Annual Report to the Ministry, the House may consider the Report for approval. A copy of the Annual Report is placed in Annexure – II for consideration of the members.

**Resolution:** The Hon'ble Members of the FC discussed and approved the Annual Reports/Audited Reports of the C&AG for the Financial Year-2010-11.

The Hon'ble members suggested that the Institute appoint experienced Finance Officer on contract for bringing in better expertise in the handling financial matters of the Institute.



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The Hon'ble Members also suggested the physical inspection of assets as per GFR norms. The two employees who are employed in the TS-IV, Dept of Higher Education, ShastriBhawan, MHRD, Govt. of India who are drawing SCA is be recovered as per C&AG Audit observation thereof for the FY 2010-11.

Item No.06.03:

Proposal of the 12<sup>th</sup> Five Year Plan (2012-2017).

The 12<sup>th</sup> Five Year Plan proposal aims at expanding various academic and developmental activities as contemplated. For sustained and growth of the Institute keeping in view its 1contribution towards the fulfillment of increased human recourses for upliftment /empowerment of the people of the North -East region during the 12<sup>th</sup> plan period, the provision for sanction of Plan expenditure for Rs. 223.25 crores has been budgeted . A copy of the proposal is placed at Annexure –III for consideration of the members.

**Resolution:**

The FC discussed the proposal prepared by the Institute for the 12<sup>th</sup> Five Year Plan and made a review of the plans of the Institute in view of the projected growth of students, academic programmes, facilities, infrastructure and manpower in the next five years. In order to implement the Master Plan of the Institute the FC resolved that the Institute make a fresh proposal for requirement of infrastructural facility during the 12<sup>th</sup> Five Year Plan period (2012-13) and send to the Ministry alongwith preliminary estimates. The Hon'ble Members approved the requirement of infrastructure as placed by the Institute and directed the Institute to initiate the process for construction works.

Item No.06.04:

Appraisal to the Hon'ble members of the FC on Development work.

Expenditure on development works pertaining to purchase of laboratory equipments, laboratory furniture, office interior & furniture, campus wide networking, campus automation, furnishing the guest house and DG for power backup shall be made from the budgetary provision of all departments in proportion to the fund allocated for the departments in the SFC.

**Resolution:**

The FC discussed the expenditures made by the Institute for the development of the infrastructure and facilities by the Institute such as laboratory equipment, laboratory furniture, office interior & furniture, campus wide networking, campus automation, furnishing the guest house and DG for power backup, etc.



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The budgetary approvals proposed by the Institute for the development of these facilities in the two years are;

- a) Laboratory equipments : Rs. 8.00Crores
- b) Modular laboratory furniture: Rs. 4.00Crores for 26 labs in a total floor area of 20,000 sqt. ft.
- c) Departmental and Administrative Office interior & furniture : Rs. 2.00Crores
- d) Campus Wide Networking& Campus Automation : Rs. 0.50Crores for Servers and Storages, Rs. 0.75 Crores for Networking and Rs. 0.45 Crores for Campus Automation
- e) Modular furniture and interior for Guest House : Rs. 1.25 Crores
- f) DG for power backup : Rs. 0.50Crores

The FC approved the budgetary estimates proposed by the Institute for the development of various facilities in two years and the FC approved the expenditure of Rs. 17,61,65,747/- (Rupees Seventeen Crores Sixty One Lakhs Sixty Five Thousand Seven Hundred Forty Seven Only)incurred so far by the Institute for the development of these infrastructure and facilities.

Item No.06.05: Appraisal to the hon'ble members of the FC meeting on the lease of hostels.

Due to non-completion of hostel buildings in own campus, the Institute has hired 12 No. of rental buildings for using the same as CIT hostel in Kokrajhar town both for boys and girls accommodating near about 350students. The matter has been placed before hon'ble members for post facto approval.

**Resolution:** The Hon'ble Members discussed the need for lease of hostels till the Institute can build its hostels in the campus in view of the addition of new students.

The FC approved the cost to be incurred for the hiring of rental buildings for hostels. The Hon'ble Members directed the Institute to make proposals for construction of more hostels within the campus.

The FC approved the expenditure ofRs. 31,49,064/- (Rupees Thirtyone Lakhs Fortynine Thousand Sixty four only) incurred in paying of rentals for the existing hostels of the Institute.

Item No.06.06: Appraisalto the Hon'ble members of the FC meeting on the lease of vehicles by the Institute for various purpose.



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1. 4 No. of buses for transportation of students & faculty from Kokrajhar town to the Institute campus.
2. 2 No. of sedans for the Principal and Registrar
3. 1 No. of Tractor for disposal of garbage from the Hostels and Campus.
4. Proposal for hiring an Ambulance for students & employees of the Institute for emergency requirement.

**Resolution:**

The Hon'ble members of approved the lease of vehicles by the Institute for the various purpose and the FC approved the expenditure of Rs.42,71,281/- ( Rupees forty two lakhs seventy one thousand two hundred eighty one only) during the financial year 2011-12 for hire these vehicles.

The FC approved the proposal for hiring 1 (One) Ambulance and 3 (Three)new buses on lease for transportation of the addition of the new students from the academics session July-August 2012-13.

**Item No.06.07:**

Appraisal to the hon'ble members of the FC meeting on outsourcing of various services.

1. Security services with 50 numbers of Security personals.
2. Maintenance of electrical fitting and plumbing works.
3. Cleaning & housekeeping of hostels, academic & office buildings.
4. Proposal for outsourcing of gardening & plantation.
5. Proposal for tie with major hospitals for cashless treatment for employees of the Institute.

**Resolution:**

The FC discussed and approved the expenditures to be incurred for the outsourcing of various services by the Institute.

The FC approved the proposal for increasing the number of security personals for the new hostels and new buildings in the campus.

**Item No.06.08:**

Proposal for Extension of the Project Period upto 31st March, 2017.

As the Institute has not yet received the Administrative Order for the Degree Module, the time bound period for the completion of the project period for the Degree Module has not been fixed. Moreover ,since the construction activities are still in progressive mode , a proposal for extension of the project period upto 31<sup>st</sup> March ,2017 may be considered by the members for approval and the same may be recommended for extension.

**Resolution:**

The Hon'ble members accepted the proposal for Extension of the Project period of CIT, Kokrajhar upto 31<sup>st</sup> March, 2017.



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- Item No.06.09: Progress about finalization of the Accounts for the FY 2011 -12.
- The Annual Accounts for the FY 2011-12 are finalized as per the time schedule framed for the purpose of Audit inspection by the C &AG. The Audit team is expected to visit the Institute by July end. The House may approve the total expenditure incurred by the Institute, the statement of which is placed at Annexure – IV.
- Resolution:** **The Hon'ble Members of the FC approved the expenditure incurred for Rs. 21,93,64,803/- out of the total fund for Rs. 23,49,17,649/- for the Financial Year 2011-12 with closing balance for Rs. 1,55,52,846/- as on 31.03.12. The house approved the Expenditure for C&AG Audit.**
- Item No.06.10: Finalization of Budget Estimate for the Financial Year 2012-13.
- The details regarding finalization of Budget Estimate for the FY 2012-13 for CIT, Kokrajhar is placed at Annexure – V. The members may approve the proposed budget.
- Resolution:** **The FC discussed budgeted proposal for Rs.3581.00 Lacs for the Financial Year 2012-13.**
- The FC approved the budgeted proposal of Rs.3581.00 Lacs for the Financial Year 2012-13 with the emphasis to expedite the process of completing all construction works in time and directed the Institute to start the construction of the boundary wall and internal roads in this budget proposal for ensuring the safety, security of the campus properties, infrastructure and facilities against encroachment and antisocial elements.**
- Item No.06.11: Proposal for Review of works in the Institute.
- There has been no visit by any team from HRD Ministry for review of works in progress in CIT since 2008. Hence, it may be proposed by the members to invite a team to review the ongoing construction activities.
- Resolution:** **The Hon'ble Members requested MHRD officials to visit the Institute to review the construction activities, Academic and Administrative development of the Institute.**
- Item No.06.12: Proposal for acceptance of the Minutes of the Building and Works Committee.
- The Minutes of the Building and Works Committee is appended at Annexure – VI for approval by the members.
- Resolution:** **The Hon'ble Members approved the Minutes of the 7<sup>th</sup> Meeting of the Building Works Sub-Committee held on the 14<sup>th</sup> of September, 2011 and the Minutes of the 8<sup>th</sup> Meeting of the Building Works Sub-Committee held on the 11<sup>th</sup> of June, 2012.**



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Item No 06.13 : Miscellaneous

**Resolution:** The Hon'ble Members discussed the shortage of manpower faced by the Institute in teaching and non-teaching departments. In view of the delay in the Administrative Order for the sanction of manpower for the Degree Programme, the Hon'ble Member S. Sharma, Under Secretary, IFD, Ministry of HRD, informed that the Institute may recruit the extremely necessarily manpower on contract.

The FC approved the expenditure incurred on hiring teaching and non-teaching manpower on contract and contingency requirements (Guest and Manual Workers) from time to time to meet the extremely necessary requirements of the Institute.

Regarding the Integrity Pact that the Institute has to sign with vendors, suppliers and contractors for execution of work orders issued by the Institute, the Hon'ble Members discussed and approved that the Institute sign the Integrity Pact for all work orders of above Rs. 5.00 Lakhs (Five Lakhs ).

Date: 21/06/2012

Registrar,  
CIT, Kokrajhar

Copy to:

1. Prof. Kulendu Pathak, Chairman, BoG, CIT, Kokrajhar and Former Vice Chancellor, Dibrugarh University for favour of information.
2. Sri N.Mohan Das, Director (Technical) Dept. of Higher Education, MHRD, Govt. of India, New Delhi-110001 for favour information.
3. Sri Navin Soi, Director (F), MHRD, Govt. of India, New Delhi-110001 for favour of information.
4. Shri P.K. Hajoari, Secretary, Dept. of Education, BTC, Kokrajhar for favour of information and necessary action.
5. Shri Carol Narzary, Secretary, IBA, BTC, Kokrajhar for favour of information and necessary action.
6. Smt. Padmaja Saxena, Under Secretary, Ministry of HRD, Govt. of India, Shastri Bhawan, New Delhi – 110001 for favour of information.
7. Shri Satpal Sharma, Under Secretary (F), MHRD, Govt. of India, New Delhi-110001 for favour of information and necessary action.
8. Shri Bolen Boro, Financial Adviser, BTC, Kokrajhar for favour of information & necessary action.
9. The Principal, CIT Kokrajhar for favour of information and necessary action

  
Registrar,  
CIT, Kokrajhar