



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार 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.ac.in

Minutes of the 7th Meeting of the Finance Committee of CIT, Kokrajhar

Venue: Conference Hall, Guest House, CIT Kokrajhar

Date: 2nd of June, 2013

Time: 10:00 am

Members present enclosed as per Annexure.

At the onset Prof. Gautam Barua, Director, IIT, Guwahati and Hon'ble Chairman, Boar of Governors (BoG), CIT, Kokrajhar called the Meeting to order by inviting all the Members present for the 7th Meeting of Finance Committee (FC) of Central Institute of Technology (CIT), Kokrajhar at the Conference Hall of CIT Guest House, Kokrajhar.

In initiating the discussion Sri D. S. Pegu, Principal, CIT, Kokrajhar greeted all the members of the FC and proceeded with the agenda notes. After threadbare discussion the following regulations are adopted.

Item No.07.01:

Appraisal of the Hon'ble Members of the Finance Committee (FC) of CIT Kokrajhar, on the receipt of funds from the Ministry of HRD since its 2006.

CIT Kokrajhar is a Centrally Funded Technical Institute and it was established in 2006. A summary of the funds received from the Ministry of HRD, Govt. of India is given below.

Sl.No	Financial Year	Funds Received (Rs.)
1	2006-07	5,00,00000.00
2	2007-08	8,10,00000.00
3	2008-09	14,99,00000.00
4	2009-10	23,99,00000.00
5	2010-11	24,99,00000.00
6	2011-12	20,00,00000.00
7	2012-13	49,93,00000.00
Grand Total		147,00,00000.00

The Institute has till now received Rs.147.00 Crores since 2006. Hon'ble Members may discuss on the receipt of funds over years and suggest any measures that may be taken by the Institute in this regard.

Resolution:

Members of the Finance Committee (FC) noted the funds received by the Institute from the Ministry of Human Resource Development (HRD), Govt. of India. Members acknowledged the support from the Ministry for the receipt of funds and suggested the proper utilization of funds by the Institute.



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Item No.07.02:

Reporting on the Physical and Financial progress of construction activities in CIT, Kokrajhar.

CIT is building its campus according to Master Plan for a fully residential campus in 100 acres for 2000 students and 300 employees in six Degree Courses and six Diploma Courses. The construction activities of various infrastructure and facilities in the Institute campus are in different stages of completion. The Physical and Financial Progress Report of the ongoing construction works in the Institute campus is enclosed in Annexure-I (not enclosed).

Hon'ble Members of the Finance Committee (FC) may discuss the progress of construction works in the campus and suggest necessary actions that may be taken by the Institute to complete all construction works in time and may suggest necessary steps to be taken to ensure quality and standard of construction works.

Resolution:

Members noted the physical and financial progress of the construction works undertaken by the Institute in its campus. The FC advised that all civil works allocated to PWD BTC during the financial year 2012-13 should be implemented in time. Chairman suggested that the Institute should modify the agreement with PWD to ensure quality control of the raw materials used in construction and that the Institute should have full power of monitoring all construction works.

Item No.07.03:

Appraising the Hon'ble Members on the Annual Report and Audited Accounts of CIT Kokrajhar for the financial year 2011-12.

The Institute has prepared the Annual Report and Audited Accounts of the Institute for the year 2011-12. Both of these documents are required by the Ministry of HRD for tabling them in both the Houses of Parliament. The Annual Report and Audited Accounts for 2011-12 are enclosed in Annexure-II (not enclosed).

Hon'ble Members of the FC may deliberate on the Annual Report and Audited Accounts of the Institute and may recommend it for the approval Board of Governors (BoG) of CIT Kokrajhar.

Resolution:

Members of the FC discussed the Annual Reports/Audited Reports of the C&AG for the Financial Year-2011-12 and recommended the same for the approval of the Board of Governors (BoG) of CIT Kokrajhar.

Item No.07.04:

Appraising the Hon'ble Members on the funds spent by the Institute on various Heads.

Besides the recurring expenditures on salary, maintenance and administration the Institute have been spending money for creating permanent assets and developing the academic infrastructure and facilities in the Institute. The lab facilities have been augmented and upgraded every year with equipment and solutions of the highest standards so that our students and faculty have the access to the best that technology can facilitate in their efforts for learning, education and knowledge acquisition.



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Expenditure on various Heads is as follows;

1. Salary and other benefits	:Rs. 4,12,48,116/-
2. Non-Salary	:Rs. 3,58,14,359/-
3. Academic Expenses	:Rs. 26,98,676/-
4. Administrative Expenses	:Rs. 2,18,82,319/-
5. Transportation	:Rs. 78,75,651/-
6. Repairs and Maintenance	:Rs. 16,80,390/-
7. Cleaning Service & Electricity Maintenance	:Rs. 16,77,323/-
8. Purchase of Lab Equipment	:Rs. 4,48,52,241/-
9. Furniture and Fixtures for Lab, Guest House, Office and Class Rooms, etc	:Rs. 3,82,23,834/-
10. Computers, Networking, Servers, Storage, Software, UPS and Peripherals	:Rs. 4,12,64,095/-
11. IBM Rational Software	:Rs. 64,64,140/-
12. AIX Scholar Programme	:Rs. 34,65,000/-
13. Library Automation	:Rs. 23,22,972/-
14. Electrical Appliances & Installation	:Rs. 21,52,230/-
15. Office Equipment	:Rs. 35,58,844/-
16. Library Books and Journals	:Rs. 1,00,76,013/-
17. IP CCTV Surveillance	:Rs. 65,79,694/-
18. Air Conditioners	:Rs. 52,68,512/-
19. Plant & Machinery	:Rs. 7,76,976/-
20. Temporary sheds and sports equipment	:Rs. 15,88,757/-
21. Tube wells & water supply	:Rs. 4,82,460/-

Hon'ble Members of the FC may deliberate on the expenditure under various Heads by the Institute and may recommend them for approval of the BoG.

Resolution:

Members discussed the expenditures incurred under various heads by the Institute and recommended the same for the approval of the BoG.

Item No.07.05:

Reporting on the new civil works undertaken in the year 2012-13.

Following the approval of the 4th Meeting of the BoG of CIT Kokrajhar, in Annexure-III (not enclosed), to start new civil works in 2012-13 in order to meet the space and facilities required to accommodate the increasing number of students, employees, classes, labs, office etc., the Architect and Consultant of the Institute had prepared the Plan and Estimate for the following new civil works.

(i) Integrated New Boy's Hostel	:Rs. 37,38,52,553/-
(ii) Boundary Wall (Phase-II)	:Rs. 2,78,30,000/-
(iii) Director's Bungalow	:Rs. 1,16,05,316/-
(iv) Internal Road and Footpath	:Rs. 5,39,87,783/-
(v) Drain & Culvert	:Rs. 3,71,12,156/-
(vi) Health Centre	:Rs. 1,89,58,398/-
(vii) Security Barrack	:Rs. 58,52,431/-
(viii) Faculty Transit Hostel (For Women)	:Rs. 3,10,76,493/-
(ix) Type-I Quarter	:Rs. 2,93,08,569/-
(x) Type-II Quarter	:Rs. 2,37,27,594/-
(xi) Type-III Quarter	:Rs. 2,49,09,215/-
(xii) Auditorium (900 Seater)	:Rs. 16,24,62,067/-



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The Plan and Estimates of the new civil works are enclosed in Annexure-IV(not enclosed). The Meeting of the Building and Works Committee held on 8th of March 2013, in Annexure-V(not enclosed), had approved the Plan and Estimate of the new constructions for the year 2012-13. The Institute has allocated the new civil works to the BTC (Bodoland Territorial Council), PWD for execution and funds amounting to 10% of the budgetary estimates of each civil works have been released to PWD to expedite the construction works.

Hon'ble Members may discuss the new civil works started in 2012-13 and may recommend it for the approval BoG.

Resolution: **Members discussed the Plan and Estimate for the new civil works started by the Institute in 2012-13 and recommended it for the approval of the BoG.**

Item No.07.06: Proposal for new works.

07.061: The Institute seeks the financial approval for the construction of a water fountain in front of the Administrative Building of the Institute. A water fountain has been proposed to bring elegance and create harmony in the surroundings of the Administrative Building. The proposed budgetary estimate for the water fountain is Rs. 10.00 Lakhs and the time for completion is 3 months. The Plan and Estimate is enclosed in Annexure-VI(not enclosed).

Resolution: **Members approved the proposal for construction of a Water Fountain in front of the Administrative Building. Chairman suggested that a DPR may be prepared by the Civil Engineering Cell of the Institute and placed for the approval of the Building Works Committee (BWC) of the Institute.**

07.062: The Institute seeks the financial approval to build a 100 KWp Solar PV Power Plant for power backup to light the internal roads and corridors of the academic premises. The Detailed Project Report (DPR), in Annexure-VII(not enclosed), has been prepared by the Instrumentation Engineering (IE) Department of the Institute at an estimated cost of

Rs. 2.00 Crores. The Institute will seek 90% of the funds required from the Ministry of Non Renewable Energy as subsidy while 10% of the funds, i.e. Rs. 20.00 Lakhs, required shall be provided by the Institute. The time for completion of the power plant shall be 5 months. The Institute seeks the budgetary approval for Rs. 20.00 Lakhs for implementing the Solar Power Plant.

Resolution: **Members adopted the proposal for setting up of 100 KWp Solar PV Power Plant and recommended it for the approval of the BoG.**

07.063: The Institute proposes to improve the standard of the outdoor sports facilities in the campus. The Institute has one concrete Lawn Tennis court, one concrete Volley Ball court, one concrete Basket Ball court



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and one concrete Badminton court. The Institute proposes to resurface these concrete courts with multiple layers of synthetic (Acrylic) over lay system. Each court shall be made of Synthetic Cushion Court Surface with 01 coat of Binder/Filler, 02 coats Heavy Rubber Cushion, 03 coats of Fine Rubber Cushion and 02 coats of Texturefinish along with toe wall, storm water drains, Net Poles with sleeves and 12 feet tall GI fences on all sides. The time for completion of work shall be 3 months. The Institute seeks the budgetary approval for Rs. 50.00 Lakhs for implementing the Synthetic Cushion Court Surface for the Lawn Tennis, Basket Ball, Volley Ball and Badminton courts.

Resolution: **Members recommended the preparation of a Detailed Project Report (DPR) with regards to the proposal to resurface the concrete Lawn Tennis court, Volley Ball court, Basket Ball court and Badminton court with multiple layers of synthetic (Acrylic) over-lay system. The DPR may be prepared and examined by a technical committee of the BWC and then placed for the approval of the BWC or FC depending on the total cost involved.**

07.064: To mitigate the irregularities of power supply the Institute proposes to scale up its power backup by installing a 125 KVA DG Set in view of the backup power that will be required for the Boys Hostel and Guest House. The Institute seeks the budgetary approval for Rs. 15.00 Lakhs for procuring a 125 KVA DG Set in the next academic session.

Resolution: **Members of approved the proposal for the installation of a 125 KVA DG Set and recommended it to the Board for its approval.**

07.065: The Institute proposes to install Commercial Kitchens for the Boys' Hostel, Girls' Hostel, Guest House and Canteen. The equipment proposed are Commercial Cooking Range, Chinese Cooking Range, Barbeque, Stockpot Burner, Deepfat Fryer, Salamander, SS Work Table overhead & bottom shelf & drawer, SS Sink with drain board, King Size Gas Tandoor, Potato Peeler, Meat Mincer, Griller, Blender, Baking Oven, Dough Mixture, Proving Chamber, Insecticutors, Electronic Weighing Scale, Heavy duty Floor wiper cum cleaner Machine, Deep Freezer, Refrigerator, Stainless Steel Exhaust hood with ducting complete installation and Gas Banks.

In order to implement a healthy, clean, systematic and efficient catering facility for the students and guests of the Institute, the Institute seeks the budgetary approval for Rs.70.00 Lakhs for installation of 4 Commercial Kitchens for the Boys' Hostel, Girls' Hostel, Guest House and Canteen. The time to complete installation shall be 3 months.

Resolution: **Members approved the proposal for setting up of commercial kitchens in two Hostels, the Guest House and Canteen by open tendering and recommended the same for approval by the Board.**



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07.066: The Institute proposes to implement an IPPBX system for connecting all departments, offices, residences, hostels and important installations. Initially the capacity of the IP PBX should be for 100 users which should be scalable to 500 in the next three years. It will help leverage all advantages of IP with a dedicated server platform that will allow the management of the entire network as a single system, offer graphical clients and webbased interface, configuration and programming, faults and alarm management, generate reports, history logs, etc. It will be connected to 3 service providers for making calls outside the Institute. The time to complete installation shall be 3 months. The Institute seeks the budgetary approval for Rs. 35.00 Lakhs for installation of an IP PBX system.

Resolution: Members approved the proposal for the installation of an IP PBX system and recommended the same for approval by the Board. A DPR may be prepared by a Technical Committee constituted by the Institute and the installation may be done by open tendering.

07.067: The Institute proposes to build two Virtual Class Rooms (VCR) to create a learning environment which will enable our students and teachers to connect and interact with faculty and students in premier Institutions in the country like the IITs through the National Knowledge Network (NKN). This will help the Institute to address the dearth of teachers and students will benefit from the live interactions with highly skilled teachers.

The VCRs are aimed at providing access to advanced educational experiences to our students by allowing students and instructors to participate in remote learning communities using personal computers, and to improve the quality and effectiveness of education through a collaborative learning process. It will give our students the exposure to the highest academic standards, provide access to outstanding faculty in the face of shortage of experienced teachers and shall be able to access laboratories remotely. A budgetary estimate for building the VCRs is enclosed in Annexure-VIII (not enclosed). The time for completion shall be 4 months. The Institute seeks the budgetary approval for Rs. 2.35 Crores for building two VCRs in the next academic session in the Academic III (Lecture Hall and Gallery) Building.

Hon'ble Members may discuss the proposal for new works made by the Institute. Hon'ble Members may deliberate on the requirements of these new facilities and infrastructures that may complement the development of the Institute and the proposals for budgetary sanctions may be recommended for the approval of the BoG.

Resolution: Members adopted the proposal for building Virtual Class Rooms (VCR) and recommended it for the approval of the BoG.



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Item No.07.07:

Proposal for construction of Barrier Free Structures in the Hostels, Academic and Administrative Block buildings.

3% of the total seats of the Institute are reserved for physically handicapped students. The Institute proposes to build Barrier Free Structures for the convenience of handicapped students and faculty in facilitating their easy movements in the Hostels, Academic and administrative Block buildings.

Hon'ble Members may discuss the proposal for building Barrier Free Structures and may recommend it for the approval BoG.

Resolution:

Members adopted the proposal for building Barrier Free structures and recommended it for the approval of the BoG.

Item No.07.08:

Reporting on the finalization of the Annual Accounts for the FY 2012-13.

The Institute has finalized the Annual Accounts for the FY 2012-13 in Annexure-IX (not enclosed). It is ready for the purpose of Audit inspection by the C&AG which is expected towards the end of July 2013. The statement on the expenditure incurred by the Institute is in Annexure-X(not enclosed). The gist of the Annual Accounts is given below:

Opening Balance as on 01-04-2012	: Rs.1,58,72,713/-
Grants and Donations:	
Funds Received from Ministry of HRD, Govt. of India	:Rs.49,93,00,000/-
Fund Received from State Government and Institutional Bodies	: Rs. 65,63,044/-
IRGs-Students Fee, Bank Interests and Other Receipts	: Rs. 2,19,16,645/-
Statutory Receipts	: Rs. 1,50,68,072/-
Grand Total Fund Received	: Rs.55,79,32,481/-
Expenditures:	
Purchase and Creation of Fixed Assets	: Rs.16,48,05,381/-
Capital Work in Progress	: Rs.20,06,10,303/-
Staff Payments & Benefits	: Rs. 4,08,48,930/-
Academic Expenses	: Rs. 1,14,67,450/-
Administrative & General Expenses	: Rs. 2,25,72,950/-
Transportation Expenses	: Rs. 78,75,651/-
Repairs & Maintenance	: Rs. 35,97,943/-
Finance Costs	: Rs. 11,067/-
Statutory Deposit	: Rs. 1,50,68,072/-
Grand Total Expenditure	: Rs.46,60,69,755/-
Closing Balance as on 31-03-13	: Rs. 9,18,62,726/-

Hon'ble Members may deliberate on the statement of the Annual Accounts and suggest necessary steps to be taken by the Institute. The Closing Balance of the FY 2012-13 amounting to Rs.9,18,62,726.00 may be carried forward to the FY 2013-14. Hon'ble Members may recommend it for the approval BoG.



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Resolution: Members noted the expenditure incurred for Rs.46,60,69,755/- out of the total fund for Rs.55,79,32,481/- for the Financial Year 2012-13 with closing balance for Rs. 9,18,62,726/- as on 31.03.13. and recommended that the same may be placed before the BoG for its information.

Members recommended, that the Closing Balance of the FY 2012-13 amounting to Rs. 9,18,62,726.00 may be carried forward to the FY 2013-14, for the approval of the BoG.

Item No.07.09: Proposal for hiring a new vehicle for the Head of the Institute.

The Principle of the Institute has been using the same vehicle for the last four and a half years. This vehicle has been hired on lease. The vehicle is in a bad shape and needs regular maintenances.

Hon'ble Members may discuss and may recommend it for the approval BoG.

Resolution: Members approved the proposal for hiring of new vehicle through tendering process and recommended the same for approval of the Board.

Item No.07.10: Proposal for allowing the Institute to undertake minor construction works.

Construction works of the Institute are executed by the PWD of BTC. However with this arrangement the Institute has no control on the pace of work, the timeline of the completion of works, standard and quality of works done. There is a huge gap between the progress of actual works and the priorities of requirements of the Institute.

The Institute proposes to undertake the construction of minor civil works through its Civil Works Cell. The limit of such work shall not exceed Rs. 25.00 Lakhs. It will enable the Institute to take care of many small works of urgent nature then and there.

Hon'ble Members may discuss and may recommend it for the approval BoG.

Resolution: With regards to the proposal for allowing the Institute to undertake minor construction works, Chairman recommended the delegation of financial powers to the Head of the Institute and the BWC to streamline the process of undertaking urgent requirements and priorities of the Institute.

The FC recommended the following delegation of financial powers:

- i. For works less than Rs. 25.00 lakhs the Head of the Institute shall be the approving authority.
- ii. For works more than Rs. 25.00 Lakhs but less than Rs. 1.00 crore the BWC shall be the approving authority.
- iii. For works above Rs. 1.00 crore the Board shall be the approving authority.



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Item No.07.11:

Proposal for increasing the limit of cash expenditure by the Departments.

Every Department can spend up to Rs. 20,000.00 at a time for minor works like purchase of books, papers, lab components, Departmental activities, hiring of casual labour, etc. This kind of expenditure is directly reimbursed to the Department in cash. The limit of such expenditure is Rs. 20,000.00 and up to 3 times in a Semester. It helps the Departments address their minor requirements efficiently. The Institute proposes to increase the limit of cash expenditure by the Departments by allowing every faculty member to spend up to Rs. 20,000.00 in a Semester to purchase books, lab components, spot purchase and repairs for Departmental requirements, etc. The Head of the Department may be permitted to spend up to Rs. 50,000.00 in a Semester.

Hon'ble Members may discuss and approve the proposal for increasing the limit of cash expenditure by the Departments for minor expenditures.

Resolution:

Members accepted the proposal for increasing the limit of cash expenditure by the Departments. Chairman recommended that every faculty may be allowed to spend upto Rs. 15,000.00 in cash to purchase books, lab components, spot purchase and repairs for Departmental requirements, etc., at one time. All purchases should be accounted for by necessary vouchers and documents and that during a Semester, there shall be no limit in the number of times a faculty or department may go for cash expenditure. This is to be placed before the Board for its approval.

Item No.07.12:

Proposal for fixing the limit for Medical Expenditures.

The Institute proposes for a clear guideline on the ceiling for Medical Expenditure that employees of the Institute should be entitled for. Members may discuss and recommend the maximum limit for reimbursement of Medical Expenditure and the number of times that an employee should be entitled for such reimbursements.

Resolution:

Members recommended that Institute tie up with Hospitals adopting CGHMA rules for treatment of CIT employees and that the Medical Rules may be finalized and placed for the approval of the Board.

The FC recommended that the maximum limit or ceiling for reimbursement of Medical Expenditure shall be Rs. 2.00 Lakhs only for one time for a major or life threatening disease and this may be approved by the Board.

Item No. 07.13:

Finalization of Budget Estimate 2013-14

The details regarding finalization of Budget Estimate for the FY-2013-14 for CIT, Kokrajhar is placed at Annexure-XI(not enclosed). The members may approve the proposed budget.



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Resolution: The FC adopted the budgeted proposal for Rs.4230.00 Lacs for the Financial Year 2013-14 and recommended it for the approval of the BoG.

Members recommended the Institute to expedite the process of completing all construction works in time and 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.07.14: Any Other Business with the permission of the Hon'ble Chairman.

Hon'ble Members may place any other matter for discussion with the permission of the Hon'ble Chairman.

Resolution: The FC accorded post facto approval of opening of Fixed Deposit amounting to Rs. 30 Lakhs by the Institute for ensuring an Over Draft facility for emergency situations.

The meeting ended with Vote of Thanks to the Chair.

(Chaitali Brahma)

Registrar & ex-officio Member Secretary
Finance Committee, CIT Kokrajhar

E-mail: registrar@cit.ac.in

Copy to:

1. Shri Kampa Borgayari, Dy Chief of BTC & President, CIT Society, Kokrajhar for favour of information.
2. Prof. Gautam Barua, Director, IIT, Guwahati-781039, INDIA and Chairman, BoG, CIT, Kokrajhar for favour of information & necessary action.
3. Shri Y. Tripathi (FA), IFD, MHRD, Govt. of India, Shastri Bhawan, New Delhi-110001 for favour of information & necessary action.
4. Ms. Amita Sharma, Additional Secretary (T), MHRD, Govt. of India, Shastri Bhawan, New Delhi-110001 for favour of information & necessary action.
5. Sri P.K. Hajoari, ACS, Secretary, Dept. of Education, BTC, Kokrajhar for favour of information & necessary action.
6. Shri Carol Narzary, Secretary IBA, BTC, Kokrajhar for favour of information & necessary action.
7. Shri S.C. Seal Sarkar, OSD, Finance, BTC, Kokrajhar for favour of information & necessary action.
8. Pro-tem Principal, CIT, Kokrajhar, BTAD, Assam for favour of information.
9. Director, CIT, Kokrajhar, BTAD, Assam for favour of information & necessary action.

(Chaitali Brahma)

Registrar & ex-officio Member Secretary
Finance Committee, CIT Kokrajhar

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