

## MINUTES

**25<sup>th</sup> Finance Committee Meeting of Central Institute of Technology Kokrajhar convened on 20<sup>th</sup> January 2023 at 15:00 hrs in AICTE Head Office, New Delhi.**

The following minutes were created after deliberations by members of the FC of the Central Institute of Technology, Kokrajhar.

### **SECTION A: CONFIRMATIONS.**

#### **Item No. 25.01: Confirmation of the Minutes of the 24<sup>th</sup> Meeting of the FC held on 29/06/2022.**

The Minutes of the 24<sup>th</sup> Meeting of the FC held on 29<sup>th</sup> June 2022 through offline/online mode has been circulated amongst the members which was placed for confirmation.

**Resolution:** Members noted and confirmed the minutes.

#### **Item No. 25.02: Action Taken Report (ATR) on Resolutions of 24<sup>th</sup> meeting of the FC.**

The ATR on the resolutions on the 24<sup>th</sup> meeting of the FC had been prepared and the members were requested to discuss the ATR for further course of action, if any, which may be considered necessary.

**Resolution:** Members noted and confirmed the ATR.

### **SECTION B: APPROVALS.**

#### **Item No. 25.03: Proposal for regularizing Audit Observation for Caution Money.**

It was apprised about the audit observation for the financial year 2019-20 regarding irregular refund of caution money amounting to ₹16,000.00 (Rupees sixteen thousand only). However, as the students had already passed out and it was very difficult to trace them and initiate recovery from them, it was proposed to **write off** such amount from the books of the accounts.

The members were requested to consider and approve for the same.

**Deliberations:** Members discussed and advised that the concerned sections should be more careful about such activities in future.

**Resolution:** Members approved the proposal to write off.

#### **Item No. 25.04: Proposal to consider and approve utilization of EWS funds under 'Repair and Maintenance' Head.**

It was apprised that an amount of **₹7.84 crore** was available as on **06<sup>th</sup> July 2022** as EWS funds in the account of the institute. Accordingly, a three-member committee was formed as per the direction of the authority. The report/recommendation of the three-member committee was discussed and following recommendations were made in this regard.

As per the recommendations of the above-mentioned committee, the funds will be

utilized as under.

<b>Head of Expense</b>	<b>Particulars/Items</b>
<b>Repairs &amp; Maintenance</b>	<ol style="list-style-type: none"><li>1. The repair and maintenance work that would be required to accommodate and provide education to the supernumerary 10% students of EWS category shall only be covered from the fund earmarked for EWS category.</li><li>2. Expenses of recurring nature, such as the costs of diesel, electricity bill, rent of hostels, salary of outsourced staff, Fees for the security service, cleaning and house-keeping works, etc. shall not be met from EWS fund.</li><li>3. The following items may be executed under the 'Repair and Maintenance' category from the fund earmarked for EWS category under OH-31:<ol style="list-style-type: none"><li>i) Repair of seminar hall</li><li>ii) Repair of galleries used as classrooms,</li><li>iii) Repair, maintenance and replacement of parts, calibration, etc. of laboratory tools and equipment for keeping these in working condition</li><li>iv) Decongesting the laboratory floor spaces by rearranging partitions, etc.</li><li>v) Maintenance of hostel buildings</li><li>vi) Procurement of stationery for academic and administrative uses</li><li>vii) Procurement of consumables for laboratory experiments,</li><li>viii) Beautification of the campus by plantation, putting up name plates and repairing the façade of the main entrance gate(s), etc.</li><li>ix) Any other works of repair and maintenance as the heads of departments/sections may consider as being required for meeting the aforesaid purpose.</li></ol></li></ol>
<b>Tuition Fee Waiver</b>	The three-member committee also recommended implementation of the Tuition Fee Waiver (TWF) Scheme as prescribed in the AICTE Process Handbook 2022-23 (item no 7.49 in page no. 79).

After the deliberations, the members considered the proposal for utilization of funds of EWS.

**Resolution:** The proposal was considered and approved.

**Item No. 25.05: Proposal to consider and approval of AMC for online UPS.**

It was apprised that for the AMC of online UPS, only one bidder had participated in the tender process even after giving extension of tendering process. Hence, the Bid Opening Committee had recommended that the AMC be given to OEM for an estimated budget of ₹17.877 lakhs. The Bid Opening Committee's recommendation was noted. The members were requested to consider and approve the same.

**Deliberations:** It was noted that the total cost of procurement of 42 numbers of UPS was ₹2,31,98,725/- and the proposed AMC amount was less than 10% of the total cost. Therefore, the proposal was considered by the members.

**Resolution:** The proposal was considered and approved.

**Item No. 25.06: Acceptance of recommendations/ resolutions of the 27<sup>th</sup> B&WC Meeting held in IIT Guwahati and the 28<sup>th</sup> B&WC Meeting held in IIT Delhi.**

The Minutes of the 27<sup>th</sup> and 28<sup>th</sup> Meeting of the BWC was placed before the members respectively. Members were requested to approve the recommendations of the resolutions of the BWC. It was also apprised that some resolutions needed action taken and shall be reverted to the next BWC for further course of action.

**Deliberations:** The house instructed to place the Resolution no. 27.07 of the 27<sup>th</sup> B&WC Meeting and Resolution nos. 28.03 and 28.06 of the 28<sup>th</sup> B&WC Meeting individually in the next FC meeting which are pertaining to financial implications. Remaining agendas stands confirmed.

**Resolution:** The Minutes were confirmed except Resolution no. 27.07 of the 27<sup>th</sup> B&WC Meeting and Resolution nos. 28.03 and 28.06 of the 28<sup>th</sup> B&WC Meeting.

**Item No. 25.07: Proposal to consider and approve the AMC for CCTV.**

It was apprised that the Annual Maintenance Cost for CCTV expired on 31<sup>st</sup> January 2021. Therefore, an amount of ₹15,04,795.00 (Rupees fifteen lakh four thousand and ninety-five only) was estimated for the renewal of IP CCTV Surveillance System AMC. The details of the estimated budget were enclosed and discussed. Members were requested to approve the estimated budget proposal.

**Deliberations:** Budget proposal was considered and due process to follow for renewal of the said AMC of CCTV surveillance system.

**Resolution:** The budget was approved in principle.

**Item No 25.08: Proposal for Financial Approval for Bus hiring.**

In response to the technical bid against e-tender reference no. CITK/ BUS-HIRING/ 175/ 2022/ 616, dated 07.09.2022 held on 17<sup>th</sup> November 2022, a Three-Member Committee submitted its recommendation. The recommendation of the Committee was discussed and noted.

The lowest bidder M/S Deepak Basumatary who had quoted for ₹36,96,000.00 (Rupees thirty-six lakh ninety-six thousand only) for a period of one year initially was approved.

**Deliberations:** Members discussed that concerned committees should exclusively mention the reasonability of price of procuring such services in future. However, the proposal was considered.

**Resolution:** Members considered and approved the proposal.

**Item No 25.09: Proposal for retaining hired 03 (three) nos. of hostels outside CITK campus for its students.**

The Hostel Management Committee, CIT Kokrajhar through the Chief Warden along with a forwarding from the Dean, Students' Affairs has submitted a representation to the authorities requesting for retaining the hired hostels outside CIT campus until and unless the "Institute builds its own infrastructure". The Hostel Management Committee recommended for renewal of the contracts of the existing hostel buildings that accommodate up to **30% of the total students**. Around **300 students** are residing in the **3 nos. of off-campus hostels**. The rent for the hired hostel buildings is managed from the **OH'31 fund** since the **seat rent** collected is **@₹500/- per month** from the students and this is **not sufficient** to pay off the rents.

**Deliberations:** During deliberations members noted the matter for retaining the existing hostels outside the campus. However, members advised to review the subsidy being provided by the institute for hired hostels outside the campus.

**Resolution:** Members accorded their approval for the extension.

**Item No 25.10: Proposal for approval of budget for vehicle hiring of the Director and the Registrar of the institute.**

The proposal for vehicle hiring of Director and the Registrar of CIT Kokrajhar for availing official transportation facilities was discussed.

**Deliberations:** The matter was discussed and approved official vehicle at the level of Institute Director only.

**Resolution:** Members approved the proposal for official vehicle at the level of Director.

**Item No 25.11: Imprest Fund for the Wardens, Deans and HoDs of the Institute at the rate of ₹2000/- per month.**

It was appraised that many a times the various departments, sections and cells require small amount of capital for some small and basic item-requirements/ maintenance/ petty repairs etc. (e.g. pencil batteries, stationeries, lab-consumables etc.) and minor refreshments during running of their departments. In this regard, the long process of going through submission of budget and approval through the Purchase Committee of the Institute even for these small budgeted requirements takes time. Thus, for maintaining the bills for Newspapers, TV / Internet Recharge and light refreshment in meetings, stationaries, laboratory consumables, pencil batteries etc., of CIT Kokrajhar, it was proposed a monthly budget of **₹2000/- (Rupees two thousand only)** as Imprest Fund for the Wardens of Hostels, Deans, Heads of Departments, Assistant Registrar, etc of the Institute.

**Deliberations:** The members noted and approved the same

**Resolution:** Members approved the proposal for the following incumbents:  
Director, Registrar, Deans, Asst/Assoc Dean, Chief Warden, Warden of Hostel, Heads of Department, Head of Section/Cell and Assistant Registrar

**Item No 25.12: Approval for purchase of Plumber Items pertaining to an estimated cost of ₹12,05,520.00 that exceeds the budget head of ₹5.00 lakh only.**

It was appraised that an indent was submitted by the Engineering Cell of the Institute pertaining to emergency works of plumbing items in hostels, quarters etc. of CITK.

The total cost of purchase estimated was at ₹12,05,520.00 (Rupees twelve lakh five thousand five hundred and twenty only). As it exceeded the budget head of ₹5,00,000.00 (Rupees Five Lakhs only) as approved in the 26<sup>th</sup> BoG Meeting of CIT Kokrajhar held on 29<sup>th</sup> June at IIT Guwahati, the matter has been placed before the members for consideration.

**Deliberations:** The members noted and considered the same.

**Resolution:** Considered and Approved by the members.

**Item No.25.13: Proposal for merger of Bank Accounts.**

This was brought to notice that CIT was holding numerous bank accounts like that of different hostel accounts, conference accounts etc. These bank accounts were now creating administrative hitch. Therefore, it was proposed that these accounts should be merged with the main Institute account except the project (R&D) accounts.

**Deliberations:** As merging may create accountability issue, therefore it was advised that the authorized signatories should be the Director and Registrar of the institute in all bank accounts including project accounts.

**Resolution:** Resolved that the authorized signatories should be Director and Registrar in all Bank Accounts of the institute.

**Section C: RATIFICATIONS.**

**Item No. 25.14: Proposal for approval of Revised Budget 2022-2023 and Budget Estimate (BE) FY 2023-24 of Central Institute of Technology Kokrajhar.**

According to the email received on 21-09-2021 from MoE, New Delhi regarding preparation of Revised Budgets for FY 2022-23 and Budget Estimates for FY 2023- 24 (Placed in Annexure-III) for providing grants to the Institutes, CITK proposed the following fund requirements shown below:

Statement Showing Requirement of Fund under Revised Budget 2022-23 and Budget Estimate 2023-24.

Sl. No.	Name of Scheme	BE 2022-23	RE 2022-23	BE 2023-24
1.	OH-31 GENERAL)	22	NA	26.40
2.	OH-35 (CAPITAL)	13	55.3	62.26
3.	OH-36 (SALARY)	23	33.22	39.86
	<b>TOTAL =</b>	<b>58</b>	<b>88.52</b>	<b>88.52</b>

From the above table it was depicted that to meet up the various expenditure considering the Revised Budget Estimates under various heads, the additional funds were required for this financial year 2022-23 (up to 31-03-2023). Hence, the members may consider the proposal for the Revised Budget Estimates during this financial year only for onward release of funds from the ministry to the institute for smooth functioning of all activities.

**Deliberations:** The matter was discussed and ratified.

**Resolution:** Ratified and Approved by the members.

**Item No. 25.15: Ratification for Outsourced Manpower Hiring for Electrical and Plumbing Maintenance Service at CIT Kokrajhar.**

On expiry of the earlier contract, manpower for the electrical and plumbing maintenance service within CIT Kokrajhar campus was outsourced through e-tender. The budgetary estimate was prepared as per minimum wages circular published by Ministry of Labour & Employment, O/o the Chief Labour Commissioner I, New Delhi, Govt. of India vide no. No. 1/16(5)/2021-LS-II dated 08.07.2022 and its subsequent modifications amounting to **₹45,92,482.00 (Rupees forty-five lakh ninety-two thousand four hundred and eighty-two only) per year.**

The manpower requirement was estimated as follows.

- 1) Electrician (Skilled) = **03** nos.
- 2) Electrician (Semi-Skilled) = **07** nos.
- 3) Plumber (Semi-Skilled) = **03** nos.
- 4) Helper (Un-Skilled) = **03** nos.

E-tender was published on e-procurement portal on 04/08/2022 following NIT document as per Ministry of Finance, Govt. of India model tender document "Procurement of Non-Consultancy Service". In response to the NIT, 06 nos. of bidders participated in the NIT. As per tender committee evaluation report, the work was awarded to the lowest bidder viz., M/S Priya Electricals, Kokrajhar at value **₹42,12,693.84 (Rupees forty-two lakh twelve thousand six hundred ninety- three and eighty-four paise only) annually.** With due approval from the Competent Authority, **letter of intent to M/S Priya Electricals, Kokrajhar** was issued on **19/09/2022.** The matter was placed before the members for ratification.

**Deliberations:** Members noted and approved the proposal. Members opined that standard process of tendering should be followed 3 (three) months before expiry of the contract and the concerned committee should also mention the reasonability of the price of procurement.

**Resolution:** **Ratified and Approved.**

**Item No. 25.16: Ratification for Comprehensive Annual Maintenance Contract for 04 nos. Cummins make Diesel Generators at CIT Kokrajhar.**

There was a need for Annual Maintenance of 04 nos. (3x320 KVA, 1x125 KVA) of Cummins make Diesel Generators for smooth operation of power back up during APDCL power cut. Therefore, the manufacturer offered a quotation amounting to **₹7,98,920.00 (Rupees Seven Lakh Ninety-Eight thousand nine hundred and twenty only) per year,** which was approved by Competent Authority, CIT Kokrajhar on 04/04/2022.

With due approval the bidding process was published on GeM portal.

In response, the **OEM M/S Cummins India Limited** participated in the Bid with price **₹8,42,808.52 (Rupees eight lakh forty-two thousand eight hundred eight and fifty-two paise only) per year.**



The offered price was approved by Competent Authority, CIT Kokrajhar on 20/06/2022 and sanctioned offer was issued to M/S Cummins India Limited on 22/06/2022.

**Deliberations:** After discussion, the matter was noted and ratified.

**Resolution:** Ratified and Approved.

**Item No. 25.17: Ratification for Comprehensive Annual Maintenance Contract for Water Cooler cum Purifier at CIT Kokrajhar.**

The Water Cooler cum Purifier installed at various locations of CIT Kokrajhar needed annual maintenance service for smooth running throughout the year. There were 47 (forty-seven) nos. of Aqua guard Water Purifier cum Cooler and only 02 (two) nos. of Blue Star water cooler cum purifier installed at CIT Kokrajhar.

In view of the above enquiry asked for budgetary quotation for Comprehensive Annual Maintenance from the OEM (Eureka Forbes Limited) including the 02 nos. of Blue Star Water Cooler cum Purifier, was asked for.

In response, the OEM reverted with quotation vide email dated 12.07.2022 with budgetary estimate amounting to **₹7,34,985.00 (Rupees seven lakh thirty-four thousand nine hundred eighty-five only) per year**. The budgetary estimate was approved by the Competent Authority, CIT Kokrajhar on 14/07/2022 for awarding the work to the OEM (M/s Eureka Forbes Limited).

The **letter of intent** was issued to M/s Eureka Forbes Limited on 14/07/2022 for the work of “Comprehensive Annual Maintenance Contract (AMC) of Water Cooler cum Purifier at CIT Kokrajhar”.

**Deliberations:** The matter was discussed and noted.

**Resolution:** Ratified and Approved by the members.

**SECTION D: ANY OTHER ITEMS.**

**Item No. 25.18: Any other items to be discussed with the permission from Chairman.**

*As no other items were discussed, the meeting ended with a vote of thanks from the Chair.*

(Ms. Chaitali Brahma)  
Registrar & Ex-Officio Member Secretary  
Finance Committee  
Central Institute of Technology Kokrajhar