

**MINUTES OF THE 62<sup>nd</sup> MEETING OF THE FINANCE COMMITTEE HELD ON 17<sup>TH</sup> NOVEMBER, 2008 AT 3.00 P.M. IN THE BOARD ROOM, IGNOU CAMPUS.**

The following were present :

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|-----------------------------------|-------------------------|----------------|
| 1. Prof. V.N. Rajasekharan Pillai | Vice Chancellor         | Chairman       |
| 2. Prof. Omprakash Mishra         | Pro Vice Chancellor     | Member         |
| 3. Prof. Parvin K. Sinclair       | Pro Vice Chancellor     | Special Member |
| 4. Sh. M.P. Gupta                 | Addl. Secretary (Retd.) | Member         |
| 5. Prof. Manohar Lal              | Director, SOCIS         | Member         |
| 6. Sh. R. Chauhan                 | Finance Officer         | Secretary      |

Sh. K. Laxman, Registrar (Admn.) attended as a Special Invitee.

Sh, N.K. Sinha, JS, MHRD and Sh. S.K. Ray, JS & FA, MHRD could not attend the meeting. In their places, Dr. D.K Paliwal, DEA, MHRD and Sh. TVA Ram, US, MHRD attended the meeting.

Sh. Cherian Thomas, Joint Registrar; Sh. T.K. Kaul, Deputy Registrar; and Sh. P.K. Vishwanathan, Asstt. Registrar were present to assist the Committee.

The Chairman welcomed the members attending the meeting of the Finance Committee. The Chairman then requested the Secretary to present the agenda items. The following items were presented.

**FC 62.1 To confirm the minutes of the 61<sup>st</sup> meeting of the Finance Committee held on 12<sup>th</sup> September 2008.**

62.1.1 The Secretary informed that the minutes of the 61<sup>st</sup> meeting of the Finance Committee held on 12<sup>th</sup> September 2008 were placed in the Board of Management in its 96<sup>th</sup> meeting held on 17<sup>th</sup> September 2008. The minutes of the meeting of Finance Committee were circulated to all the members. He informed to have received comments from Shri N.K. Sinha, JS, MHRD in respect of minutes of Agenda Item No. 2, 4, 5 & 8 of the 61<sup>st</sup> meeting of Finance Committee and observations of the BOM in respect of Item No. 4. Comments from Sh. N.K. Sinha, Joint Secretary, MHRD were read out by the Secretary. These are:

Item No. 2 Finance Committee/University should seek the approval of the Competent Authority in the Government for creation of all posts before they are filled up.

Item No. 4 The proposal should be reconsidered.

Item No. 5 The re-appropriation must be proposed in compelling condition and should be minimum and proposed within the delegated powers.

Item No. 8 The action for amendment/framing Statute as per provision U/S 2.1 (d) regarding service conditions of employees should be initiated on urgent basis.

With these remarks, Sh. N.K. Sinha has sought that minutes be corrected accordingly.

62.1.2 The Committee considered the points raised by Sh. N.K Sinha, JS in his letter and were of the opinion that the University religiously follows the University Act and Statutes in respect of creation of posts in the University. For item No. 4 and observations of BOM, it was the administrative convenience for shifting of Re-printing of Study material from Schools to MPDD, whereas retaining fresh printing in the Schools. Booking of the expenditure to the existing Heads Printing and Reprinting as observed by the BOM may continue to be followed. For item No. 5 & 8, observations raised need to be noted by the University.

62.1.3 With the above, the minutes of the 61<sup>st</sup> meeting of the Finance Committee were confirmed.

**FC 62.2 Action Taken Report in respect of the recommendations of 61<sup>st</sup> meeting of Finance Committee held on 12<sup>th</sup> September 2008 as approved by the Board of Management in its 96<sup>th</sup> meeting held on 17<sup>th</sup> September 2008.**

62.2.1 The Committee noted the action taken on the recommendations of the 61<sup>st</sup> meeting of the Finance Committee.

**FC 62.3 To report the action taken in re-appropriation of funds since last meeting of the Finance Committee.**

62.3.1 The Finance Committee noted the re-appropriation of funds carried out since August 2008. It was also informed to the Finance Committee that the re-appropriation is being carried out in compelling circumstances and within the delegated powers.

**FC 62.4 To report the summary of expenditure/utilisation of funds under Plan and Non-Plan.**

62.4.1 Based on the decision of the Finance Committee in its 61<sup>st</sup> meeting held on 12<sup>th</sup> September 2008, corresponding contribution by IGNOU in the summary of Plan expenditure has also been included. While noting the summary of expenditure/ utilisation of funds under Plan and Non-Plan, the members observed that instead of indicating earmarking of Rs 5 crores for establishment and promotional activities of DEC, actual expenditure in this regard should be indicated. Ministry's representative suggested that an impact study in respect of GV & GD activities should be carried out which has been asked for by the MHRD earlier also. He also drew the attention of the members to the provisions contained in clause 4(c) of Statute 28 in relation to the financial assistance sanctioned under clause 4(b). Director DEC was called in and advised to look into it. Sh M P Gupta informed that Ministry of Finance has issued instructions in regard to Cash Management System which should be followed by the University.

- FC 62.5 To consider and approve the proposal of School of Engineering & Technology (SOET) to sanction the faculty positions in Discipline of Design of Planning & Architecture as per University norms.**
- 62.5.1 The Committee noted the expenditure of Rs.31 lakhs per annum involved in creation of one post of Professor; two posts of Reader and four posts of Lecturers. These figures have been calculated in the present pay scales which would get revised and the expenditure will increase accordingly.
- 62.5.2 Incharge Director, SOET was called in to explain the proposal. Chairman desired to know the revenue likely to be generated by launch of the programme for meeting the expenditure to be incurred on the proposed creation of the faculty positions. Director SOET explained the immediate need of the faculty for the Discipline of Architecture. The Ministry representative stated that while approval of the competent authority in the Government would be necessary, government policy in regard to AICTE Act in respect of imparting technical education through Distance Learning Mode may also be looked into. The Chairman observed that these aspects may be looked into by the Academic Council of the University and the issue of approval of the competent authority in the Government has already been deliberated under agenda item No. 1. The FC noted the proposed financial implication involved in this regard
- 62.5.3 Finance Committee after consideration recommended for approval of creation of the positions of one post of Professor; two posts of Readers and four posts of Lecturers in the discipline of Design of Planning & Architecture in School of Engineering & Technology (SOET).
- FC 62.6 To consider and approve the payment of Own Contribution as well as Matching Contribution in respect of “New Pension Scheme” to the employees who have either retired or left the IGNOU.**
- 62.6.1 The Committee deliberated on the action taken by the University in regard to payment of employees contribution to Dr. S.D Sharma and Sh. Deshraj and ratified it. The Finance Committee resolved the following as a special case:
- i) Those persons who have superannuated after rendering only a few years’ of service may be paid own contribution and the matching contribution along with interest as per provisions contained in the Contributory Provident Fund Rules.
  - ii) Those persons who have resigned to take up new job, may have the amounts (own contribution & matching contribution) transferred to new organisation, provided they are borne on NP Scheme in the new organisation. Otherwise their final payment may be settled as per provisions contained in the Contributory Provident Fund Rules.
- FC 62.7 To consider and approve the revision of the Delegation of Financial Power to various officers in the University re-submitted after necessary modification.**

62.7.1 This item was presented in 61<sup>st</sup> meeting of the Finance Committee. At that time, it was decided to defer the item to the next meeting so that the statement showing the current delegation of powers and proposed delegation of powers to the various officers of the University could be prepared and presented to the Finance Committee.

62.7.2 The Committee after consideration approved the proposed delegation of financial powers to various officers of the University as given in the Annexure to the agenda.

**FC 62.8 To consider the matter relating to media consultancy and budget provision.**

62.8.1 Prof. Omparkash Mishra, PVC apprised the Committee about the necessity of modernization and improvement of the University web-site, University publications and publicity material for enhancing the image of IGNOU as the largest Open University of the world and a qualitative improvement in the way IGNOU is perceived and projected in the media through professionalisation of its media releases.

62.8.2 The Committee deliberated on the issue at length. It was noted that out of 15 firms who submitted proposals in response to EOI, only 4 were short listed. Out of these 4 short listed, only one submitted the bid document.

62.8.3 The Members discussed the issue of consistency of the bid document vis a vis with standard government manual. It was pointed out that the bid document was prepared keeping in view the detailed guidelines of the Ministry of Finance's standard document on the appointment of consultants. Further the provisions of the GFR were taken into account while preparing the document. It was pointed out that the matter given under 'Conditions of Contract' was actually Instructions to the Bidders. However, when checking what the 'Conditions of Contract' should contain, it was found that all the points were given in the bid document, and hence it was complete. It was agreed in the meeting that if this were so, the proposal is approved.

**FC 62.9 To consider the matter relating to the Grant of Revised Scale of Rs.5000-8000/- from the Date of Joining in respect of Computer Operator Grade-II (DEO Grade-C).**

62.9.1 The item was considered in detail. After deliberations the Committee decided that the implication of the proposal with respect to the extant Recruitment Rules and its impact on similar other cases may be looked into and a fresh agenda, if necessary, may be brought.

**FC 62.10 To consider the proposal for creation of non-academic positions for the newly established institutes in NE Region namely (1) National Institute for Vocational Education and Training (NIVET) (2) North East Centre for Research and Development (NECRD) and (3) Institute of Professional Competency Advancement of Teachers through ODL (IPCAT).**

62.10.1 The Committee noted that the development of education in the North East Region is the thrust area of the Government and was envisaged in the 10<sup>th</sup> Plan also. Various efforts are being made in this direction. The Committee also noted that the Board of Management in its 93<sup>rd</sup> meeting held on 7<sup>th</sup> January 2008 approved setting up of three new national level institutes in the North East Region namely National Institute for Vocational Education and Training (NIVET); North East Centre for Research and Training (NECRD); and Institute for Professional Competency Advancement of Teachers through ODL (IPCAT). The Committee noted that Rs.58.60 lakhs would be the annual recurring expenditure for creation of the non-academic positions for the three national institutes in the North East Region.

62.10.2 The Committee after deliberations recommended for creation of the following non-academic positions for making these three national level institutes functional. The distribution would be as under:

Sl. No.	Designation	Institute			Total
		NIVET	NECRD	IPCAT	
1	Assistant Registrar	1	1	1	3
2	Section Officer	1	1	1	3
3	Asst. Research Officer	2	1	-	3
4	Research Assistant	2	2	-	4
5	Personal Assistant	2	2	1	5
6	Computer Operator (Grade C)	2	2	2	6
7	Attendant	2	2	2	6
	<b>Total</b>	<b>12</b>	<b>11</b>	<b>7</b>	<b>30</b>

**FC 62.11 To consider and approve payment norms for preparation of course manual for M.Phil/Ph.D. Course work.**

62.11.1 The Committee after discussion recommended for approval by Board of Management the payment norms for preparation of Course Manual for M.Phil./Ph.D. Programmes as under:

- i) Rs.40,000/- per course of six to eight credits.
- ii) Proportionate amount of Rs.20,000/- for four credit course/one block and Rs.5,000/- for each credit.
- iii) For editing purpose, the PG level rates as revised by the Finance Committee in its 56<sup>th</sup> meeting will apply.

**FC 62.12 To consider and approve the Revised Estimates 2008-09 and Budget Estimates 2009-10**

62.12.1 The Secretary presented the Revised Estimates 2008-09 and Budget Estimates 2009-10 to the Committee and briefed the Committee about the highlights of the Revised and Budget Estimates. Main highlights were given in the Explanatory Memorandum to the Plan and Non-Plan Estimates.

62.12.2 To the observations of some members, it was pointed out that apart from the provisions made specifically for Special Measures for Disadvantaged Groups, SC/ST, a number of activities as a part of normal activities have been initiated

by the University like opening of new Regional Centers and Study Centres in Disadvantaged Regions and areas dominated by the SC/ST population. Provision made for such activities are integrated in the Regional Services.

62.12.3 The Committee suggested that besides the specific provisions made for Disadvantaged Regions, SC/ST and Special Component for Women, the various ways in which these groups are benefited by the programmes of the University should be highlighted in the Explanatory Memorandum suitably.

62.12.4 The Committee after deliberations recommended for approval of RE 08-09 (Plan) of Rs.357.22 Crores and BE 09-10 (Plan) of Rs.516.98 Crores and RE 08-09 (Non-Plan) of Rs.333.13 Crores and BE 09-10 (Non-Plan) of Rs.369.13 Crores.

62.12.5 The Committee also took note of the increase in expenditure on account of expanding activities of the University and revision in the pay scale and payment of arrears to the employees. The Committee is of the opinion that the University may explore possibilities of enhancing internal revenue generation. The Ministry's representative suggested that the skill up gradation needs of the employees of Corporate Sector may be assessed and University develop programmes accordingly.

**FC62.13 To consider and approve additional manpower (administrative positions) for Distance Education Council.**

62.13.1 The item was tabled. The Committee deferred this item for consideration in the next meeting.

**The meeting ended with a vote of thanks to the Chair.**

**(V.N. Rajasekharan Pillai)  
Vice-Chancellor & Chairman**