

**MINUTES OF THE 63<sup>RD</sup> MEETING OF THE FINANCE COMMITTEE HELD ON 12<sup>TH</sup> JANUARY, 2009 AT 3.30 p.m. IN THE VICE CHANCELLOR'S CHAMBER.**

The following were present :

- |                                   |                     |                |
|-----------------------------------|---------------------|----------------|
| 1. Prof. V.N. Rajasekharan Pillai | Vice Chancellor     | Chairman       |
| 2. Prof. Parvin K. Sinclair       | Pro Vice Chancellor | Special Member |
| 3. Prof. Manohar Lal              | Director, SOCIS     | Member         |
| 4. Sh. R. Chauhan                 | Finance Officer     | Secretary      |

Sh. U.S. Tolia, Registrar (Admn.) attended as a Special Invitee.

Prof. Omprakash Mishra, Pro-Vice-Chancellor could not attend the meeting as he was busy in the interviews of faculty/academic positions. Sh. M.P. Gupta and Sh. S.K. Ray, JS & FA, MHRD could not attend the meeting due to their preoccupations. Sh. N.K. Sinha, JS, MHRD also could not attend the meeting. In his place Dr. D.K. Paliwal, DEA, 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 63.1 To confirm the minutes of the 62<sup>nd</sup> meeting of the Finance Committee held on 17<sup>th</sup> November, 2008.**

63.1.1.1 The Secretary informed that the minutes of the 62<sup>nd</sup> meeting of the Finance Committee held on 17<sup>th</sup> November, 2008 were circulated to all the members of the Committee. No comments have been received so far from any of the members. The Committee was also apprised that the minutes of the 62<sup>nd</sup> meeting of Finance Committee were presented in 97<sup>th</sup> meeting of Board of Management on 19<sup>th</sup> November, 2008. Out of which only one item i.e. 62.12 relating to Financial Estimates of the University (Revised Estimates 2008-09 and Budget Estimates 2009-10) has been confirmed by the Board. Prof. Sinclair pointed out that the words North East Centre for Research and Training at 62.10.1 in the minutes should be read as North East Centre for Research and Development.

62.1.2 The Committee confirmed the minutes of the 62<sup>nd</sup> meeting of Finance Committee with the above minor modification.

**FC 63.2 To report the action taken in respect of the recommendations of 62<sup>nd</sup> meeting of the Finance Committee held on 17<sup>th</sup> November, 2008.**

63.2.1 The Committee noted that the Board of Management in its 97<sup>th</sup> meeting held on 19<sup>th</sup> November, 2008 have so far approved only item no. 12 of the 62<sup>nd</sup> meeting of the Finance Committee relating to Financial Estimates of the University (Revised Estimates 2008-09 and Budget Estimates 2009-10). The Committee also noted that the financial estimates have been forwarded to the MHRD; Schools; Divisions and other Units of IGNOU. Action taken report for the other items will be reported in the next meeting after full minutes of 62<sup>nd</sup> meeting of the Finance Committee are approved by the Board of Management.

**FC 63.3 To report the summary of expenditure/utilization of funds under Plan and Non-Plan.**

63.3.1 The Committee noted the expenditure upto November, 2008 as reported in **Annexure I** and **II** to the agenda in Plan and Non Plan. The expenditure upto December, 2008 was also tabled in the meeting.

63.3.2 The Committee observed that there is a slow pace of expenditure in the Non Plan especially by the Schools. Expenditure on Capital Account is also very low. It was explained by Prof. Sinclair that it takes sometime for Course Writers to submit the bills to the Schools and thereafter processing it. It was also noted that some of the Schools have only around 10% of budgetary provisions spent so far.

63.3.3 The Chairman desired that a meeting of all Directors of Schools need to be called in this regard to find out the reasons of low expenditure.

**FC 63.4 To consider the recommendation of the Distance Education Council for additional administrative positions.**

63.4.1 This item was table in the 62<sup>nd</sup> meeting of the Finance Committee but was deferred for consideration in the next meeting. The Committee deliberated at length upon the requirement of additional human resource in Distance Education Council (DEC). Director (DEC) was also called in the meeting to seek her views on the requirement of additional staff. After deliberations, Director (DEC) informed that a lot of work is involved in the following areas:

- i) Accreditation ;
- ii) Recognition ;
- iii) Grants; and
- iv) Convergence

She also pointed out that there is another proposal for additional manpower for academic positions which have been submitted to Academic Coordination Division for placing before the Board of Management.

63.4.2 After deliberations, the Finance Committee recommended for approval by the Board of Management the following additional administrative positions :

<b>Administrative Positions</b>	<b>Pay Scales</b>	<b>No. of Additional Positions</b>
Joint Registrar	16400-450-20900	1
Deputy Registrar	12000-420-18300	1
Assistant Registrar	8000-275-13500	2
Section Officer	6500-200-10500	4
Senior P.A.	6500-200-10500	5
Multi Skilled Assistant	5000-150-8000	10

The Committee also authorized the Chairman to suitably structure the above recommended positions in Group 'A' (4 positions), Group 'B' (4 positions), Sr. PAs (5 positions) and Multi Skilled Assistants (10 positions) according to the functional needs of the Council.

**FC 63.5 To consider transfer of the Budget Head 'Rent & Taxes etc. for City Centre from Registrar's Office to the Student Services Centre (SSC) in Revised Estimates 2008-09 and the Budget Estimates 2009-10.**

63.5.1 The Committee noted that budgetary provision of **Rs. 47 lakhs** and **Rs.55 lakhs** under Rent and Taxes etc. for City Centre are available under Registrar's Office in RE 2008-09 and BE 2009-10. The Committee recommended the transfer of this budget head alongwith the allocation to Student Services Centre for approval by the Board of Management.

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

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