

**MINUTES OF THE 64<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE HELD ON 30<sup>TH</sup> MARCH, 2009 AT 3.00 p.m. IN THE BOARD ROOM, IGNOU CAMPUS.**

The following were present :

63 Prof. V.N. Rajasekharan Pillai	Vice Chancellor	Chairman
64 Prof. Omprakash Mishra	Pro Vice Chancellor	Member
65 Prof. Parvin K. Sinclair	Pro Vice Chancellor	Special Member
66 Prof. Manohar Lal	Director, SOCIS	Member
67 Sh. R. Chauhan	Finance Officer	Secretary

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

Sh. S.K. Ray, AS & FA, MHRD; Sh, N.K. Sinha, JS, MHRD and Sh. M.P. Gupta could not attend the meeting.

Sh. Cherian Thomas, Joint Registrar; Mrs. Manjula Verma, Joint Registrar; Sh. T.K. Kaul, Deputy Registrar; Sh. S.K. Sharma, 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 64.1 To confirm the minutes of the 63<sup>rd</sup> meeting of the Finance Committee held on 12<sup>th</sup> January, 2009.**

64.1.1 The Secretary informed that the minutes of the 63<sup>rd</sup> meeting of the Finance Committee held on 12<sup>th</sup> January, 2009 were circulated to all the members of the Committee. No comments have been received so far from any of the members except Dr. D.K. Paliwal, DEA, MHRD who attended the meeting on behalf of Sh. N.K. Sinha, JS, MHRD. He has stated vide letter No. 5-3/2009-DL dated 4<sup>th</sup> March, 2009 that under Item No. 63.4.2 the following line should be added.

“There should be a detailed justification for each post”.

He has further stated that approval of the competent authority in Govt. and the provisions of the service conditions in Statutes is must before making appointment to any such new positions”.

The Committee took note of the contents of the letter of Dr. D.K. Paliwal. The Committee observed that in so far as the approval of the competent authority in the Govt. for creation of the posts are concerned, the position is clear in the IGNOU Act and was also clarified by the

MHRD vide letter No. F-5-39/97-Desk(U) (A) dated 18.06.1997 which states that **“as per the provision of the IGNOU Act, the University is competent to create the post(s). It was informed that the Ministry of Finance had also opined that “the restrictive clauses having financial bearing issued by this Department for incorporation in the Autonomous Bodies in the Ministries/Departments are not applicable in the case of IGNOU which is a University under the Department of Education”.**

**FC 64.2 Action Taken Report in respect of the recommendations of 63<sup>rd</sup> Meeting of Finance Committee held on 12<sup>th</sup> January, 2009.**

64.2.1 The Committee noted that the Board of Management in its 98<sup>th</sup> meeting held on 14<sup>th</sup> January, 2009 approved the minutes of the 62<sup>nd</sup> meeting of the Finance Committee. The Committee also noted the action taken on the minutes of the 62<sup>nd</sup> meeting of the Finance Committee. As action taken reports have been received subsequently updated Action Taken Report was also presented in respect of items no. 6, 7 & 8 of the 62<sup>nd</sup> meeting of the Finance Committee. **(Appendix-I)**

Registrar (Admn.) placed a copy of a circular conveying delegation of disbursement powers to the Directors of Schools and Heads of Centres (except EMPC) for the information of the Committee. The Committee noted the action taken.

Action Taken Report for the decisions taken in the 63<sup>rd</sup> meeting of the Finance Committee will be reported in the next meeting after the minutes of the 63<sup>rd</sup> meeting of the Finance Committee are approved by the Board of Management.

**FC 64.3 To report the summary of expenditure/utilisation of funds under Plan and Non-Plan.**

64.3.1 The Committee noted the expenditure upto 28<sup>th</sup> February, 2009 as reported in **Annexure-I & II** to the agenda in respect of Plan and Non-Plan expenditure.

Prof. Sinclair raised the issue of underutilization of funds especially under Capital Expenditure. She suggested to purchase 4 – 5 staff cars for use at Hqrs./Regional Centres. Some Regional Directors also need to be given staff cars.

**FC 64.4 To report the action taken in re-appropriation of funds since last meeting of the Finance Committee.**

5. The Committee noted the re-appropriation of funds as given in **Annexure** to the agenda item.

**FC 64.5 To consider and approve the Audited Annual Accounts of the University for the year 2007-08 and the comments of the University**

**on the observations made by the Director General of Audit, Central Revenues, New Delhi.**

64.5.1 The Committee noted that the Annual Accounts of the University has been audited by DGACR and a certificate issued alongwith the Audit Report. The University has forwarded the comments on the observations made by the Audit. The Committee approved the comments on the audit paras. The Committee recommends the response given to the audit paras for approval by the Board of Management and thereafter be submitted to the Visitor through MHRD under Section 29 (2) of IGNOU Act and for laying the documents before both the Houses of the Parliament under Section 29 (4) of IGNOU Act.

The following items were tabled with the permission of the Chair for consideration of the Committee.

**FC 64.6 To consider and approve the Budget allocation in BE 2009-10 for newly created Research Unit.**

64.6.1 Dr. Venugopal Reddy, Director (Research) was called to explain the agenda note. After deliberations, it was observed that the work relating to Programme Evaluation is presently being carried out by STRIDE and Discipline Based Research is being carried out by the concerned School(s). These two items amounting to **Rs. 130 lakhs** were excluded from the details of the Budget Estimates. The Finance Committee approved the Budget Estimates for 2009-10 for newly created Research Unit at **Rs. 598 lakhs**. The break-up is as under :

64	Salary	Rs. 37 lakhs
65	Research and Teaching Assistants and Contingency (Other than EDNERU)	Rs.429 lakhs
66	Research Projects	Rs. 60 lakhs
67	Seminar/Workshop for Research Methodology	Rs. 25 lakhs
68	Honorarium for Consultants/ Daily Wages Staff	Rs. 4 lakhs
69	Administrative and Miscellaneous Expenditure	<u>Rs. 43 lakhs</u>
	<b>Total</b>	<u>Rs.598 lakhs</u>

**FC 64.7 To consider and approve the enhancement of the rates of honorarium to the Non-Academic Consultants/Support Staff of the University.**

v) The Committee was informed that the Board of Management had approved the uniform rates of honorarium for Senior Consultant, Consultant and Junior Consultant in the year 2005 irrespective of the fact that being academic or non-academic. In 2008, the Board of Management enhanced the rates for academic consultants by 50%. With the revision in the pay scales after implementation of 6<sup>th</sup> Central Pay Commission recommendations, the current scale of honorarium for non-academic consultants which was fixed in 2005 need revision.

The Finance Committee after deliberations recommends the extension of the applicability of the Board of Management's above decision to the Non-Academic consultants also. In so far as the part time rates are concerned, the part time need to be specified in terms of number of hours of work per day.

**FC 64.8 To consider and approve the Enhancement of Remuneration to the Consultants engaged against the Vacant Posts on Consolidated Remuneration at IGNOU Regional Centres.**

64.8.1 The Committee observed that seven categories and the rates have been defined in **Annexure** to the agenda item. Out of these two positions have been defined as contractual basis.

The Committee after deliberations decided that the rates of payment for contractual staff may be same as is being paid at the Hqrs. These contractual staff would be of the category of Attendant, Helper, JAT/CO, stenos etc. At the higher levels, depending upon the level, the consultants may be engaged in the categories of Senior Consultant, Consultant and Junior Consultant and paid accordingly as per the rates applicable to them.

**FC 64.9 To consider and approve creation of positions on regular basis for the Internal Audit Section in the F&A Division.**

64.9.1 The Committee after deliberations felt the urgent necessity for creating an Internal Audit Unit with staff to be exclusively provided for it for conduct of Internal Audit of various Units at Hqrs. and at Regional Centres and Study Centres. These positions would be filled by persons on deputation from organized Accounts Departments or with persons having adequate Internal Audit experience. The Internal Audit Section should have structure of standard audit team. The Finance Committee recommends for approval of following positions for Internal Audit Unit in Finance & Accounts Division.

i)	Assistant Registrar (Audit)	1
ii)	Section Officer (Audit)	2
iii)	Senior Assistant (Audit)	6
iv)	Multiskilled Assistants (Audit)	2

The financial implications for these positions would be **Rs. 44 lakhs p.a.**

**FC 64.10 To consider and approve the creation of Academic Positions for Student Support Service Centre, Campus Placement Cell functioning at IGNOU Hqrs. and City Centre located at YMCA, New Delhi.**

64.10.1 Dr. Masood Parvez, Director (RSD) presented the agenda item and explained the need for creation of various positions in Student Support Service Centre, Campus Placement Cell and City Centre, New Delhi.

The Committee after deliberations were of the opinion that keeping in view the nature of the work involved in these Units, it would not be appropriate to have component of academic structure as these Units have more of non-teaching work to handle in student support activities like liaisons, facilitating, counseling etc. The Finance Committee after deliberations approved the creation of one position of Director; one position of Deputy Director and two positions at appropriate level (Administrative) for each of these Units viz. Student Support Service Centre, Campus Placement Cell and City Centre, New Delhi to handle the various student support activities at these centres. The financial implications would be **Rs. 90 lakhs** per annum.

**FC 64.11 To consider and approve the proposal for creation of additional Positions of Teachers in various Schools.**

64.11.1 The Committee considered the proposal for creation of additional positions in SOSS, SOS, SOCE, SOET and SOITDS. Some members pointed out that Geography and Geology disciplines in SOS need to be categorized under one discipline i.e. Earth Sciences. However, the Finance Committee after deliberations recommends for approval the creation of the positions of core faculty of **one Professor, two Readers and four Lecturers** in each of the disciplines of Psychology and Anthropology in SOSS; Biochemistry, Statistics Geography and Geology in SOS. Home Sciences in SOCE (SOCE is already having Nutrition Science and Child Development disciplines); Aeronautical Engineering and Marine Studies in SOET and Environment Studies in SOITDS. The expenditure involved would be **Rs.4.98 crores** per annum.

**FC 64.12 To consider and approve the recommendation of the DEC for creation of additional academic positions in DEC.**

64.12.1 The Committee after deliberations recommends for approval for creation of following positions in DEC.

	<b>Position</b>	<b>No.</b>	<b>Pay Scale</b>
i)	Executive Director	1	18400 – 22400(Pre-revised)
ii)	Director	3	16400 – 22400(Pre-revised)
iii)	Deputy Director	6	12000 – 18300(Pre-revised)
iv)	Assistant Director	9	8000 – 13500(Pre-revised)

The Committee reiterated that the expenditure involved in creating these positions would be met out of the Plan grant of SOUs for DEC.

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

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