

MINUTES OF THE 65TH MEETING OF THE FINANCE COMMITTEE HELD ON 25TH JUNE 2009 AT 2.30 P.M. IN THE BOARD ROOM, IGNOU CAMPUS.

The following were present:

vi) Prof. V.N. Rajasekharan Pillai	Vice Chancellor	Chairman
vii) Prof. Omprakash Mishra	Pro Vice Chancellor	Member
viii) Prof. Parvin K. Sinclair Member	Pro Vice Chancellor	Special
ix) Sh. S.K. Ray	AS & FA, MHRD	Member
x) Prof. Manohar Lal	Director, SOCIS	Member
xi) Sh. Cherian Thomas	Finance Officer (Offg.)	Secretary

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

Dr. Veena Thakare, Sh. N.K. Sinha and Sh. M.P. Gupta could not attend the meeting due to their pre-occupation. However, Sh. M.P. Gupta has sent his comments on a few agenda items.

Mrs. Manjula Verma, Joint Registrar and Sh. T.K. Kaul, Deputy Registrar were present to assist the Committee.

The Chairman welcomed the members attending the meeting of the Finance Committee. He appreciated the work and contributions made by Sh. R. Chauhan, former Finance Officer as Secretary of the Finance Committee. Vice-Chancellor also welcomed Sh. Cherian Thomas Officiating Finance Officer as Secretary of the Finance Committee.

The Chairman then requested the Secretary to present the agenda items. The following items were presented.

FC 65.1 To confirm the minutes of the 64th meeting of the Finance Committee held on 30th March 2009.

65.1.1 The Secretary informed that the minutes of 64th meeting of the Finance Committee held on 30th March 2009 were circulated to all the members of the Committee. No comments have been received from any of the members. The minutes of the 64th meeting may be treated as confirmed.

65.1.2 Minutes of the meeting of 64th meeting of the Finance Committee held on 30th March 2009 were confirmed.

- FC 65.2** **Action Taken Report in respect of the recommendations of 63rd Meeting of Finance Committee held on 12th January 2009 and 64th meeting of the Finance Committee held on 30th March, 2009 as presented to the Board of Management in its 99th meeting held on 15th April 2009.**
- 65.2.1 The Committee noted the action taken on the minutes of the 63rd meeting of the Finance Committee held on 12th January 2009 and 64th meeting of the Finance Committee held on 30th March 2009.
- FC 65.3** **To report the action taken in Re-appropriation of funds since last meeting of the Finance Committee.**
- 65.3.1 The Committee noted the re-appropriation of funds carried out since the last meeting of the Finance Committee as given in Annexure 1 & 2 to the item.
- FC 65.4** **To consider and approve the Delegation of Financial Powers.**
6. The Committee after deliberations recommended for approval by Board of Management, delegation of full financial powers to PVCs for conduct of School Board/Experts' Committee/Course Writers meeting and recommended it to be added as Item No. 5 under Schedule IV of Delegation of Financial Powers of IGNOU.
- FC 65.5** **To consider and approve allocation of funds to the Regional Centres for providing Financial Assistance as "Maintenance Grant" to the Study Centres.**
- 65.5.1 Sh. M.P. Gupta in his comments has raised the issue of the source of funds for this item.
- 65.5.2 The Committee after deliberation recommended for creation of budget head "Maintenance Grant" for Learner Support Centres under RSD/Regional Centres. However, an allocation of Rs.1,65,50,000/- to the Budget head may be made by re-appropriation from other head of account.
- FC 65.6** **To consider and approve revision in the rate of remuneration to the functionaries of Programme Study Centres and Work Centres of the B.Ed. Programme by 50% for organizing various activities related to Workshop of the B.Ed. Programme.**
- 65.6.1 The Committee noted that revision in the rates of remunerations of the functionaries of Learner Support Centres had been done earlier. But rates of remuneration of the functionaries of Programme Study Centres and Work Centres of B.Ed. Programme were not revised. Sh. M.P. Gupta in his comments has pointed out the financial implications have not been stated and advised that in future any revision of rates shall be taken up for all departments at one time.

65.6.2 The Committee after consideration, approved 50% increase in the rate of remuneration of the functionaries of the Learner Support Centres, Programme Study Centre and Work Centres of the B.Ed. Programme as given in Annexure to the Item.

FC 65.7 To consider and approve the creation of Budget Heads and Provision of Total Grant of Rs.2.50 crores for 2009-10 for Newly established for 04 Institutes under EDNERU (1-NECRD, 2-IIVET, 3-IIPCAT and 4-ICRTA).

65.7.1 The Institutes for North East Region established by the Board of Management are – North East Centre for Research and Development (NECRD), Guwahati; IGNOU Institute for Vocation Education and Training (IIVET), Shillong; IGNOU Institute for Professional Competency Advancement of Teachers (IIPCAT), Guwahati; and IGNOU Centre for ODL in Research and Training in Agriculture (ICRTA), Agartala. Budget provision of Rs.2.50 crores under the following two heads are available under EDNERU.

- i) Establishment of National Institute in NER Rs.1,00,00,000
- ii) Research, Development and Dissemination, Activities Rs.1,50,00,000

With the operationalisation of the 4 institutes of North East Region, the budget needs to be divided into various sub-heads and detailed heads under the Institutes.

65.7.2 The Committee after consideration recommended for approval of the creation of the detailed Account heads as given in the Annexure to the Item No. 7. for the 4 institutes established in North East Region under Revenue as well as the Capital Account and re-appropriating Rs.2.50 crores from Establishment of National Institute in NER and Research, Development and Dissemination, Activities heads to the newly created sub-heads for 4 institutes as per the details given in the Annexure to the item.

FC 65.8 To consider and approve the proposal for creation of Posts for IGNOU Centre for ODL in Research and Training in Agriculture (ICRTA) at Agartala (Tripura).

65.8.1 Prof. B.S. Hansra of School of Agriculture was called to explain the item to the Finance Committee. Prof. B.S. Hansra explained the need and gave the justifications for the proposal. He also informed that there was a typographical error in the agenda that instead of Rs.7.82 Cr., it is Rs.8.26 Cr. as total financial requirement for 5 years. The Committee also asked Prof. Hansra about the immediate requirement of staff for the centre.

65.8.2 Sh. M.P. Gupta in his comments has pointed out that the source of funds have not been stated. It was clarified to the Committee that the Institute is in North East Region and all efforts are being made for Educational Development of the area and share of expenditure about 10% of the University expenditure.

65.8.3 The Committee after detailed deliberations recommends for approval of the following positions in IGNOU Centre for ODL in Research and Training in Agriculture at Agartala (Tripura) as its immediate requirement.

Professor	1	Rs.37400-67000/- GP – 10000/-
Reader	1	Rs.15600-39100/- GP – 8000/-
Lecturer	4	Rs.15600-39100/- GP – 6000/-
Technical Staff	Technical Assistant - 3	Rs.9300-34800/- GP – 4200/-
Administrative Staff	Multi-skilled Personnel - 3	Rs.9300-34800/- GP – 4200/-

FC 65.9 To consider and approve the requirement of Additional Manpower for Strengthening Legal Cell as approved by Establishment Committee and Board of Management.

65.9.1 The Committee noted the recommendations of the Establishment Committee in its 55th meeting in which the Committee deliberated upon the issues relating to revamping/strengthening of Legal Cell by induction of additional manpower at the Headquarters and also at major metros besides making provisions for the standing counsels as per the practice in vogue in the Ministries/Govt. Organisations and the specific recommendations for creation of four additional posts – Deputy Registrar – One; Assistant Registrar – One; Section Officer – One; and PA Grade-II – One.

65.9.2 Sh. M.P. Gupta in his comments has pointed out to apply six sigma principle to reduce the number of grievances and regular monitoring of it.

65.9.3 The Committee after consideration recommends for approval of creation of the following additional posts as per the details given below:

Sl. No.	Name of the Posts	Number	Pay Band & Grade Pay
1.	Deputy Registrar (Legal)	One	Rs.15600-39100/- GP – 7600/-
2.	Assistant Registrar (Legal)	One	Rs.15600-39100/- GP – 5400/-
3.	Section Officer	One	Rs.9300-34800/- GP – 4200/-
4.	PA Grade-II	One	Rs.9300-34800/- GP – 4200/-

The Committee noted that total financial implication would be Rs.20 lakhs per annum.

FC 65.10 To consider and approve the revision of Delegation of Financial Powers in respect of the Regional Services Division/Regional

Centres for Purchase of standard items of Furniture and Equipments and Computers for Regional Warehouse and RC/LSCs.

- 65.10.1 The Committee noted that the Board of Management in its 99th meeting approved the revision of rates of payment for providing Support Services to the Learners at the Learner Support Centres and delegation of financial powers to the functionaries of the Regional Services Division (RSD). Since then the distribution of study material has been decentralized from the academic session July 2008 and the Regional Centres have been asked to hire Regional Warehouse to store the study material. At present, in absence of the delegation of financial powers proposals of Regional Centres relating to these matters are being processed by RSD for taking approval of the Competent Authority which consumes time.
- 65.10.2 The Committee after consideration approved the revised delegation of financial powers for purchase of furniture and equipments, as given in Annexure 1 to the Item.
- FC 65.11 To ratify the action taken by the Vice-Chancellor in approving the proposal for separate Budget to the Research Unit to conduct the TEE for M.Phil/Ph.D Course Work.**
- 65.11.1 The Committee after consideration recommends for the ratification of the action taken by the Vice-Chancellor in approving a separate budget head to the Research Unit for conduct the TEE for M.Phil/Ph.D. Course within the budget in the current financial year as under:
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| i) For TEE | - | Rs.14 lakhs |
| ii) Entrance Examination | - | Rs. 6 lakhs |
| iii) Miscellaneous | - | <u>Rs. 2 lakhs</u> |
| | | <u>Rs.22 lakhs</u> |
- FC 65.12 To consider and approve the Additional Funds for Short Term Capacity Building Programmes to be held at Different Regions.**
- 65.12.1 The Committee recommends for approval of allocation of additional funds of Rs.8 lakhs for conduct of Short Term Capacity Building Programme by enhancing the current budget provision from Rs.2 lakhs to Rs.10 lakhs in NCDS for meeting the present requirements.
- FC 65.13 To consider and approve the Budgetary provision for New Programme M.Sc. (CFT) to be Launched from NCDS from January, 2010.**
- 65.13.1 The Committee after consideration recommends for creation of a budget head for new programme M.Sc. (CFT) and an allocation of Rs.39.1 lakhs during the current financial year.

FC 65.14 To consider and approve the Proposal of Administration for Enhancement of Budget Provision from Rs.7 crores to Rs.17 crores to purchase Computers/Printers/UPS to strengthen IGNOU Study Centres.

65.14.1 The Committee noted that the University has floated open tender for procurement of 4000 computers, 2000 printers and 4000 UPS to strengthen the facilities at IGNOU Study Centres. NIT was issued on 10th September 2008. The technical bids were opened on 15th October 2008 and evaluated on 10th December 2008. The financial bids were opened on 14th January 2009. The entire process was finalized by selecting the vendor in the 1st week of March 2009. The total expenditure works out to Rs.10.23 crores. Due to late finalization of vendor, the University could not utilize the fund allocation in the previous year. The budget available under the current financial year i.e. 2009-10 is Rs.7 crores which is not sufficient to meet the requirement. Besides procurement as given above and day to day procurement, there is a need for purchase of hardware, internet and networking related items for IGNOU Centres/Divisions/Server Rooms for which additional funds would be required. Hence request for enhancement of current year budget provision under the head by Rs.10 crores has been made i.e. enhancing the budget provision from Rs.7 crores to Rs.17 crores in the current financial year.

65.14.2 The Committee after consideration approved the enhancement of budget allocation for purchase of computers, printers and UPSs from the present Rs.7 crores to Rs.17 crores under the head Computer Hardware and Computer Installation for the current financial year. Additional allocation of funds would be met from the internal resources of the University.

FC 65.15 To consider and approve Creation of Budget Head for Administration Division – “Recruitment of Staff” and allotment of Rs.2.50 crores under the Head.

65.15.1 Registrar (Admn.) explained the proposal to the Committee members. The Committee was informed that there are about 327 vacancies of various categories of administrative staff of the University. The University proposes to hire the services of M/s Educational Consultants Indian Ltd. (EdCIL) for carrying out the recruitment drive. Based on the past experience, it is expected to receive 1.25 lakh applications. The cost estimates of various activities to be undertaken by the EdCIL is given in the Annexure to the agenda item. Total expenditure involved is expected to be Rs.2.52 Cr. More than 50% of the expenditure is expected to be recovered by application fee which the University proposes to charge @ Rs.200/- from General and OBC candidates and Rs.100/- from SC/ST categories.

65.15.2 The Committee after deliberations recommended for creation of budget head 'Recruitment of Staff' under Administration Division and allocation of Rs.2.50 crores under the said budget head.

FC 65.16 To consider and approve the Delegation of Financial Power to the Regional Director to release the share money of the Fee Received from the Learners Enrolled at the Special Study Centres.

65.16.1 The Committee after deliberations recommended for approval of delegation financial powers to the Regional Directors to release the share money of fee received from the learners enrolled at Special Study Centre as per MOU.

FC 65.17 To consider and approve the Annual Account of the University for the year 2008-2009 to be submitted to DGACR for Auditing.

65.17.1 The Secretary informed the Committee that the Annual Accounts on Cash basis has been prepared and the accounts on Accrual basis has also been completed. However, it could not be presented on the table as the statements in ODL Soft System could not be generated. The Secretary informed that the University Accounts have been shifted to the ODL Soft System after introduction of ERP for back office in the University. The Secretary further informed that the University Accounts could be generated from ODL Soft System in a couple of days.

65.17.2 The Committee after consideration decided that the Annual Accounts 2008-09 may be circulated to the members of the Finance Committee for approval.

FC 65.18 To consider the enhancement in the Sitting Fee for the Members/Experts invited to the meetings of various Committees/Authorities of the University.

65.18.1 The Committee was informed that with implementation of 6th Pay Commission Report, some Universities and Statutory bodies like UGC have revised the sitting fee of the non-official Members/Experts invited to attend meetings of various Committees.

65.18.2 The Committee after deliberations recommend for approval of sitting fee of non-official members as under:

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| i) Members under Section 16 & 23 of IGNOU Act | Rs.3000/- |
| ii) Members of Selection Committees and other Committees other than those under Section 16 & 23 of IGNOU Act | Rs.2000/- |

However, it will be subject to the rates having been enhanced by the UGC.

FC 65.19 To consider and approve the allocation of Budget to the tune of Rs.60 Crores for the purpose of outright Purchase of 150 Flats of different types of locations for Teachers/Senior Officials, Academics and RTAs.

65.19.1 The Committee took note of the proposal of the University. It also noted that the University is still looking for availability of flats for purchase.

65.19.2 The Committee after deliberations decided that appropriate budget allocation will be decided as and when any proposal for purchase fructify.

Other agenda items were deferred for consideration in the next meeting.

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

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