

**MINUTES OF THE 80<sup>th</sup> ADJOURNED MEETING OF THE FINANCE COMMITTEE HELD ON 29<sup>th</sup> APRIL, 2013 AT 11:30 A.M. IN THE BOARD ROOM, VICE CHANCELLOR'S BLOCK**

The following were present:

1.	Prof. M. Aslam	Vice-Chancellor	Chairman
2.	Prof. Mahendra P. Lama	Membe BOM	Member
3.	Shri M. P. Gupta	Addl. Secy. (Retd.)	Member
4.	Prof. Nawal Kishore	Director, SOMS	Member
5.	Shri L. M. Pandey	Finance Officer	Secretary

Shri Anant Kumar Singh, JS (CU&L), MHRD could not attend the meeting due to his pre-occupation. Shri P. S. Ghosh, Deputy Secretary, MHRD represented Shri Anant Kumar Singh, JS in the meeting.

Shri T. K. Kaul, Deputy Registrar and Shri S. K. Sharma, Deputy Registrar were present to assist the Committee.

The Secretary welcomed Prof. M. Aslam, Vice-Chancellor to the meeting of the Finance Committee. He also welcomed other members of the Committee. The Chairman thanked the Secretary and also welcomed the members of the Finance Committee to the 80<sup>th</sup> meeting. The Chairman briefed the members that the 80<sup>th</sup> meeting of the Finance Committee originally scheduled for 13<sup>th</sup> March 2013, could not be held on that day for want of quorum and was adjourned for 22<sup>nd</sup> March 2013. This meeting had to be postponed on account of convocation to be held on 12<sup>th</sup> April 2013 in which the President of India was the Chief Guest. The adjourned meeting was thereafter fixed for 29<sup>th</sup> April 2013 after consultation with the members.

The Secretary informed the members that a letter bearing No. 9-13/2011-FD dated 25<sup>th</sup> April 2013 from MHRD on the agenda items have been received where comments on item Nos. 5, 6, 7 & 8 have been given.

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

**FC 80.1 To confirm the minutes of the 79<sup>th</sup> adjourned meeting of the Finance Committee held on 4<sup>th</sup> January, 2013.**

80.1.1 The Secretary informed that no comments have been received on the minutes of the 79<sup>th</sup> meeting of the Finance Committee, hence the minutes of the 79<sup>th</sup> meeting of the Finance Committee be confirmed in the adjourned meeting.

80.1.2 The minutes of 79<sup>th</sup> meeting of the Finance Committee held on 4<sup>th</sup> January, 2013 have been confirmed.

**80.2 Action Taken Report in respect of the recommendations of 79<sup>th</sup> adjourned meeting of the Finance Committee held on 4<sup>th</sup> January, 2013. The minutes of the meeting were confirmed by the Board of Management in its 117<sup>th</sup> meeting held on 5<sup>th</sup> January, 2013.**

80.2.1 The Secretary informed that the Action Taken Report have been given against each item in the agenda note. He also informed that the Action Taken Report in respect of item Nos. 78.7, 78.9, 78.10 and 78.11 will be submitted in the next meeting of the Finance Committee as complete information is yet to be received from concerned quarters.

80.2.2 Prof. Mahendra P. Lama pointed out that even though Action Taken Report in respect of item Nos. 78.7, 78.9, 78.10 and 78.11 was not completed, yet the present status of the Action Taken could have been reported. The Secretary informed the members that his suggestion has been noted and will be acted upon in future.

**80.3 To consider the Income and Expenditure Account for the first Quarter ending 30<sup>th</sup> June, 2012 of the financial year 2012-13.**

80.3.1 The Secretary informed that in the agenda item, accounts for the first quarter ending 30<sup>th</sup> June 2012 of the financial year 2012-13 have been submitted. This was submitted as agenda item No. 79.3 in the 79<sup>th</sup> meeting of the Finance Committee. The item was deferred for the next meeting of the Finance Committee. In the meantime, Finance Division has been able to compile quarterly accounts for the 2<sup>nd</sup> quarter ending 30<sup>th</sup> September 2012 and 3<sup>rd</sup> quarter ending 31<sup>st</sup> December 2012. A revised agenda item

incorporating the accounts for all the three quarters was circulated. The members present were appreciative of the efforts of Finance & Accounts Division. Shri M. P. Gupta suggested that Income & Expenditure Account does not include capital expenditure. Since the capital expenditure has been reflected, so it is the Receipt & Payment Account. The suggestion was noted.

**80.4 To consider and approve the Appropriation Account for the period 2011-12: Plan and Non-Plan.**

80.4.1 The members present in the meeting noted that about 55% of the RE 2011-12 remained unutilized in Development Fund (Plan). Though the amount allocated by the Government have been fully utilized under Development Grant to IGNOU other than NER and Development Grant to IGNOU in NER. For Operational Fund (Non-Plan), the overall un-utilization against RE 2011-12 have been 52%.

80.4.2 The members desired that the University should devise mechanisms for utilization of the budgetary provisions under various heads and schemes. The Committee was appreciative on account of revenue receipts which was about 97% against estimates of ₹ 626.00 crore. The University has been able to realize ₹ 604.00 crore including grants during 2011-12.

80.4.3 While discussing the progress in respect of new programmes vis-à-vis availability of the budget sought by the concerned Schools, it was decided that no new programme should be accepted unless it is analyzed and approved by the Planning Board of the University and the funds may be provided subject to its availability. It has been suggested that the projection for revenue receipts and expenditure for the next 4 years may be prepared and submitted to the Finance Committee.

**80.5 To consider and approve the creation of administrative posts for 21 Schools of IGNOU as recommended by the Norms Committee, Establishment Committee and confirmed by 112<sup>th</sup> meeting of the Board of Management.**

80.5.1 The members noted that vide notification dated 7<sup>th</sup> March 2012, a Committee for assessment/creation of manpower was constituted. The Committee in its report has recommended for carrying out comprehensive specialized study for optimal utilization of existing manpower which may be carried out by an outside organization/agency having expertise in this area.

80.5.2 The Committee on the basis of a Study Report on additional manpower requirements in 21 Schools, appended with the report recommended for creation of the following administrative positions for 21 Schools at Headquarters :

1. Senior Assistant : 14
2. Assistant : 04
3. Stenographer : 42
4. JAT : 27

80.5.3 The Establishment Committee recommended for approval by the Board of Management the recommendations of the Committee.

80.5.4 Members of the Finance Committee felt that in the present circumstances there is no need to create 42 positions of Stenographers. Instead, Multi-skilled Assistants be employed with proficiency in the use of computers and who can do the multiple nature of work.

80.5.5 Members also suggested that in the changed circumstances, norms for the staff and suitability of the persons need to be assessed as suggested by the Committee, for optimal utilization of the manpower.

80.5.6 Finance Committee after deliberations recommended the creation of posts as mentioned at 1, 2 and 4 above, i.e. Senior Assistants – 14; Assistants – 04 and JATs – 27 and referred the matter back for reconsideration of the Committee in respect of creation of posts of Stenographers as at 3 above. The same be examined by the Committee in the changed scenario with efficient use of the manpower. Persons having knowledge/proficiency in computer and other office work/procedures need to be employed rather than going by the old system.

**80.6 To consider the enhancement of financial powers limit under General Rule clause ‘G’ and Schedule III, Sl. No. 11 (i) 2, (Remark Column) of Delegation of Financial Powers in respect of Officers/Authorities in the University.**

80.6.1 The Secretary informed that two amendments are proposed under Delegation of Financial Powers as under :

1. In Clause ‘G’ under General Rules of Delegation of Financial Powers “*all purchase of goods and services involving implication above ` 10.00 lakh are to be placed in*

*the Purchase Committee constituted by Board of Management*". This limit is proposed to be changed to ₹ 25.00 lakh.

2. Under Schedule III (Common to all Divisions) Sr. No. 11 (i) 2, (Remark Column) of Delegation of Financial Powers, "*all cases involving rental of ₹5.00 lakh per annum will be reported to the Board of Management*". The monetary limit of ₹ 5.00 lakh is proposed to be enhanced to ₹ 25.00 lakh.

80.6.2 The members after discussions, agreed for enhancement of the limit to ₹ 25.00 lakh in Clause 'G' under General Rules of Delegation of Financial Powers, subject to following procedure as prescribed in GFR for purchases and also for enhancement of monetary limit to ₹ 25.00 lakh in case of rental for reporting to Board of Management.

**80.7 To consider and approve the revision of rates and norms/guidelines for payment for translation, vetting, editing and proof-reading of translated texts.**

80.7.1 Prof. Avdesh Kumar Singh, Director, SOTST was called to brief this agenda item. He informed that the existing norms for translation of study material into Hindi need to be revised. To create mechanism for revision of rates and norms/guidelines for payment for translation, vetting, editing and proof-reading etc., a Committee was constituted by the Vice Chancellor which recommended for revision of rates. These rates have been compared with other organizations also.

80.7.2 MHRD in its letter dated 25<sup>th</sup> April 2013 have informed that the rates proposed are on the higher side from than those existing in other organizations. It would be better if IGNOU adopts the rates, if any, prescribed by MHRD.

80.7.3 The members after deliberations, agreed to recommend enhancement of translation fee from the existing 50% of the unit writing to 60% of the unit writing. However, for other items i.e. translation fee for other materials, vetting & editing fee and proof reading fee, the Finance Committee suggested for constitution of a Committee who may revisit the rates and also look into the regional language aspect of the translation and make appropriate recommendations to the Finance Committee.

**80.8 To consider action to be taken on item No. 4 of 41<sup>st</sup> meeting of DEC held on 14<sup>th</sup> September, 2012 regarding upgradation of the post of JR to Registrar.**

80.8.1 This item was deferred for want of further information. The Finance Committee was informed that the President of India in the capacity of Visitor has approved deletion of Statute 28 of IGNOU which pertain to DEC. The Finance Committee desired to know the status of DEC and the notification for deletion of the Statute 28 be placed before it.

**80.9 To consider the implementation of revised honorarium rates for evaluation of Dissertation/Thesis and conduct of Viva-Voce for M Phil Ph.D Programme.**

80.9.1 Prof. Ravindra Kumar, Director (I/c), Research Unit briefed the members present in the meeting about the agenda item and gave a detailed background for revision in the rates of evaluation of Dissertation/Thesis and conduct of Viva Voce for M Phil and Ph.D programmes. He also informed that the rates for these items have been obtained from Jamia Millia Islamia University, Jawaharlal Nehru University and Delhi University. He also informed that the rates of Jawaharlal Nehru University for these items are under revision.

80.9.2 Subsequently, the matter was taken up with the Research Council which proposed the following rates for M Phil/Ph.D Thesis evaluation and Viva Voce :

1. Ph.D Thesis Evaluation : ₹ 2,500/- per evaluator
2. Ph.D Viva Voce Examination : ₹2,000/- per external evaluator
3. M. Phil Dissertation Evaluation : ₹ 2,000/- per evaluator
4. M. Phil Viva Voce Examination : ₹ 1,500/- per external evaluator

80.9.3 The Finance Committee after deliberations recommended for approval of the rates for M Phil/Ph.D Thesis evaluation and Viva Voce as given above.

**80.10 To consider the revision in the Delegation of Financial Powers of the Regional Services Division/Regional Directors and other functionaries of LSCs.**

- 80.10.1 Dr. Srikant Mohapatra, Director, Regional Services Division was called to present this agenda item. He informed that Delegation of Financial Powers to the Regional Directors and Coordinators of the Learner Support Centres was last revised in the year 2007. The service charge for getting the work done have increased manifold during the last five years which necessitated revision in the Delegation of Financial Powers for the Regional Directors and Coordinators.
- 80.10.2 The Committee after deliberations, decided that a Committee be formed by the Vice Chancellor to review the proposed delegation and there should be item-wise justification for the revision of delegation of financial powers to Regional Directors.
- 80.11 To consider setting up of an Endowment Fund in the name of Dr. D. K. Choudhry for grant of scholarships.**
- 80.11.1 The Committee was informed that Mrs. Kiran Devendra Choudhry W/o Dr. D. K. Choudhry donated ` 1.00 lakh which was sanctioned to her from IGNOU's Welfare Fund for establishment of scholarships for economically and socially disadvantaged students in the memory of late Dr. D. K. Choudhry. The rules of eligibility for Dr. D. K. Choudhry Memorial Scholarships were also framed by a Committee constituted for the purpose. The item was also considered in the 75<sup>th</sup> meeting of the Finance Committee which recommended that :
- 1) An Endowment Fund with contribution from Ms. Kiran Devendra Choudhry may be started for running the Endowment Fund.
  - 2) For running the Endowment Fund, the University need to frame general rules for the purpose.
- 80.11.2 It was informed by the Secretary that IGNOU is already having General Endowment and other Trust Fund Rule given in Chapter VII of the Financial Code of the University.
- 80.11.3 Shri M. P. Gupta suggested that it would be difficult for the students to furnish the Annual Income Certificate of the family. He, therefore, suggested that Below Poverty Line (BPL) Certificate issued by the Government may be accepted instead of Annual Income Certificate and also instead of 50% of aggregate marks in 10+2 and BPP examination, the highest marks from BPL Group students may be made eligible.
- 80.11.4 With these suggestions, the members present agreed with the establishment of an Endowment Fund in the name of late Dr. D. K. Choudhry.

80.11.5 The Committee, apart from the suggestions given above, decided that there would not be any contribution from IGNOU for Endowment Funds. The Finance Committee also recommended that no Endowment Fund would be received in future for less than ` 5.00 lakh as it is becoming difficult to maintain the proposed activity from the interest of the corpus funds if it is less than ` 5.00 lakh.

**80.12 To consider the proposal for enhancement of the value of IGNOU Research Fellowship Scheme.**

80.12.1 Prof. Ravindra Kumar, Director (I/c), Research Unit presented this agenda item. He gave the background of the agenda item. He informed the members present that 100 Research Fellowships have been made available by the University, which have the reservation of 27% for OBC candidates, 15% for SC candidates, 7.5% for ST candidates and 2 for Women candidates. Most of the candidates are from outside Delhi and University does not provide any hostel or other accommodation facility to these students. Students had made representations to the Vice Chancellor for enhancement of the present Research Fellowship from ` 5,000/- per month to the level of UGC-Junior Research Fellowship. Research Council in its 19<sup>th</sup> meeting approved a contingent grant of ` 10,000/- p.a. and subsequently in the 20<sup>th</sup> Research Council meeting approved enhancement of ` 5,000/- in the value of IGNOU-Junior Research Fellowship.

80.12.2 The Committee after deliberations and the availability of the funds recommends that IGNOU Research Fellowship may be enhanced to ` 8,000/- per month from the present ` 5,000/- per month. Apart from it, each Research Fellowship Scholar will be paid a contingency grant of ` 8,000/- per annum. For the current year, no fresh Research Fellowship Scholar would be inducted keeping in view the budgetary provision made for this year.

**80.13 To consider the revision in the rate of payment for the Master's Degree Programme in Dietetics and Food Service Management, {M.Sc (DFSM)}.**

80.13.1 The members deliberated on the enhancement of the rates for various items of {M.Sc (DFSM)}. The Committee after deliberations decided that it need to be examined for the impact of the rates on other similarly placed programmes. A consolidated proposal for such rates in respect of University be worked out and placed before the Finance Committee.

**80.14 To examine the issues relating to MACP benefits to Drivers and for adopting the pay structures of Drivers notified by the Ministry of Finance.**



80.14.1 The Committee was informed that IGNOU has implemented recommendations of Sixth Central Pay Commission and as such, the orders issued by Ministry of Finance are applicable to IGNOU also. Therefore, the proposal for implementation of the recommendations of the Committee for issues relating to MACP benefits to Drivers and for adopting the pay structure of Drivers notified by the Ministry of Finance was agreed to.

**80.15 To upgrade one post of Junior Engineer (Civil) to Assistant Engineer (Civil) in the pay band – II of ` 9300-34800 with grade pay of ` 4800.**

**and**

**80.16 To upgrade one post of Junior Engineer (Automobile) to Assistant Engineer (Automobile) in the pay band – II of ` 9300-34800 with grade pay of ` 4800.**

80.15.1 The members did not agree with the proposals for upgrading one of the posts of Junior Engineer (Civil) to Assistant Engineer (Civil) and that of Junior Engineer (Automobile) to Assistant Engineer (Automobile) as it would lead to demands from other sections of employees. The Committee was also apprised that a Cadre Review Committee is in place. The members present, therefore, suggested that University may wait for the Cadre Review Committee's report.

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80.16.1

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

**(M. Aslam)**

**Vice-Chancellor & Chairman, FC**