Annexure I

# 4th FINANCE COMMITTEE MEETING OF IUCTE, BHU

9th Oct., 2020 at 11:00 AM online at Cisco Webex Platform
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## MINUTES

Agenda: 1 **Confirmation of 4th Finance Committee Meeting held on 09 October, 2020 at 11 : 00 A.M. online at Cisco Webex Platform.**

The minutes of 4th Finance Committee Meeting was circulated to Honorable Chairman and all Members of the Finance Committee. No comments received on the Minutes. The Minutes of 4th Finance Committee Meeting may kindly be approved (Annexure - I).
**Approved.**

Agenda: 2 **Action taken on the Minutes of the 3rd Finance Committee Meeting held on 24th July, 2019 at UGC, New Delhi.**

| Item No | Agenda Point | Remarks of 3rd Finance Committee | Action taken | Remark of the 4th Finance Committee |
|---|---|---|---|---|
| i | A brief about the IUCTE, BHU | Noted | Action Not Required | Noted |
| ii | Construction of Building at Permanent Site of IUCTE, Sundar Bagia, BHU | Noted | Work in progress (Annexure-II) | Noted |
| iii | To Consider Approval of Consolidated Emoluments of Consultant, Visiting Fellow, Research Associates/Assistant, and Project Fellow. | Approved | Implemented | Noted |
| iv | To Consider approval of Budget allocation for F.Y 2019-20<br>(a) The IUCTE, BHU has submitted its proposal of demand for F.Y 2019-20 under budget head (Annexure-III)<br>(i) Under head 31– Rs.296.3240 (Lakh)<br>(ii) Under head 35 – Rs 8750.514 (Lakh).<br>(iii) Under head 36– Rs. 210.142 (Lakh) | Approved | Demand of Budget was submitted to UGC. Release of fund from UGC as mentioned below:-<br>(i) Under head 31 Rs 150.00 (Lakh)<br>(ii) Under head 35 Rs.1062.08 (Lakh)<br>(iii) Under head 36 Rs. 26.69 (Lakh) | Noted. |

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| | (b) We have received the sanctioned vide UGC letter No 7-1/2015 (IUC) dated 19th Jun, 2020 (**Annexure-IV**)<br>(i) Under head 31 – Rs.300.00 (Lakh)<br>(ii) Under head 35 – Rs.1059.00 (Lakh)<br>Under head 36 – Rs.106.79 (Lakh) | | | |
| v | To consider and approval of the audited expenditure of F.Y 2018-19 | **Approved** | Action not required. | Noted |
| vi | To consider and approval of Detail Project Report (DPR) and Comprehensive Planning and Design for the Residential and Non-Residential Buildings of the IUCTE was submitted by CPWD | **Approved** | Action not required | Noted |
| vii | To Consider approval of Enhancement of honorarium to Sr. Administrative Officer of IUCTE, BHU. | It was advised by the FC that the IUCTE may engage a consultant and discontinue the Adhoc arrangement to look after the full time Admin and Finance work of IUCTE. The current arrangement of Sr. Administrative Officer may be utilized for check and control measures. | Advertisement for the post of Sr. Administrative Officer, Administrative Officer, Section Officer (Finance) has already been done and the selection will be finalized as the process completed. An administrative officer (consultant) has been appointed for the check and control measures the services of Dr. Anil Tiwari, Deputy Registrar (Estate) BHU is being used on day to day payment basis towards the services utilized. | Noted |

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|---|---|---|---|---|
| viii | The proposal of the Balmer Lawrie & Co. Ltd (A Govt of India Enterprises), New Delhi towards booking of Air Tickets for official work of IUCTE, BHU Varanasi | **Approved** | Action not required | Noted |
| ix | To considered proposal for payment of Leave salary and Pension Contribution of the Director IUCTE, BHU to their parent organisation, NCERT during the tenure period with IUCTE, BHU. | **Approved** | Contribution towards LSPC a sum of Rs.24,25,974/- (Rupees Twenty four lakh twenty five thousand nine hundred seventy four only) has been made to NCERT from the period 24th Dec 2016 to 31st Mar 2020). IUCTE is regularly making payment to NCERT as per rule towards leave salary pension contribution of Prof. B. K. Tripathi, Director, IUCTE. | Noted |
| x | To consider and approval of payment for the rent, licence fee, electricity bill etc. by IUCTE, BHU to BHU | **Approved** | (i) Rent (ii) License fee (iii) Electricity charges are being regularly paid to BHU on bill basis. | Noted |

**Agenda 3: Approval of the audited expenditure of F.Y. 2019-20.**

Financial details under different heads as prescribed by the UGC for year 2019-20 (31st March, 2020) was consolidated and submitted to the authorized auditor. The audit report and audited accounts for the F.Y. 2019-20 is placed at Annexure- V. The Finance Committee discussed the audited expenditure of F.Y. 2019-20 and **Approved.**

**Agenda 4: Approval of Financial Allocation for 2020-21.**

(a) The IUCTE, BHU has submitted its proposal of demand for F.Y 2020-21 under different budget heads vide our letter at **Annexure-VI**, the brief is mentioned below.

(i) General Assets under Head 31 - Rs. 600.00 Lakh

(ii) Capital Assets under Head 35 - Rs.7500.00 Lakh

(iii) Salary under Head 36 - Rs. 350.00 Lakh

(b) We have received the sanctioned budget as follows

(i) General Assets under Head 31 - Rs. 0.00 Lakh

(ii) Capital Assets under Head 35 - Rs. 1038.56 Lakh

(iii) Salary under Head 36 - Rs. 0.00 Lakh

Though we have not received any fund under head 31 & 36 from UGC during F.Y. 2020-21 however we are maintaining the routine functions and the salary of the Director, IUCTE by the opening balance under head 31 & 36 as on 1st April, 2020 available with IUCTE. The available budget position in IUCTE as on 30th September, 2020 under these two heads are mentioned below.

(i) General Assets under Head 31 - Rs. 237.41 Lakh

(ii) Salary under Head 36 - Rs. 23.34 Lakh

The progress of the permanent construction is ongoing. The budget which has been released by the UGC under Capital Assets Head 35 to the tune of Rs. 1038.56 Lakh and we have released Rs. 700.00 Lakh to the CPWD. The current demand submitted by CPWD to meet the expenditure till 31st March, 2021 is to the tune of Rs. 4500.00 Lakh (**Annexure-VII**).
It is proposed that in view of the above and to meet the expenditure during remaining period of 2020-21 under the head 31 & 36, the budget to the tune of Rs. 260.76 Lakh may please be considered and Rs.4500.00 Lakh under Capital Assets head 35 for financial year 2020-21 may be considered.
Submitted for approval please.

**The agenda for Financial Allocation for 2020-21 was discussed by the Finance Committee. The agenda was Approved.**

Agenda 5: **Approval of the services of the Academic/ Administrative / Secretarial / Finance on short term basis at fixed emoluments for 2020-21.**

Hiring the services of the Experts/Scholars/Skilled HR for IUCTE, BHU under different classification and at different levels till the appointments are made in IUCTE was elaborately discussed in the Finance Committee meetings of IUCTE right from its beginning. It was well considered and approved in the1st, 2nd and 3rd Finance Committees. The permanent positions in IUCTE has been approved by the Governing Board of IUCTE and then finally by the Council of UGC. The Advertisement and Selection process for the Non-Teaching posts have already been initiated. The services of Academic, Administrative, Secretarial and Finance personnel are yet required to carry out the smooth functioning in the IUCTE till the new appointments are made in IUCTE. The personnel who were engaged during the year 2019-20 (till 31st March, 2020) have been given extension till August, 2020 due to COVID-19 pandemic.

Now, the personnel under different categories with a fix emolument are being engaged till 31st March, 2021 or till new appointments under these categories whichever is earlier is placed below

| Post | Emoluments (Rs. Per Months) |
|---|---|
| Academic consultant (Professor Level) | 100000.00 |
| Sr. Academic consultant | 75000.00 |
| Project Consultant | 60000.00 |
| Research Associate | 50000.00 |
| Sr. Project Fellow | 40000.00 |
| Project Fellow | 30000.00 |
| Administrative Officer (Consultant) | 55000.00 |
| Section Officer (Admin) | 40000.00 |
| Section Officer (Accounts) | 40000.00 |
| Assistant | 30000.00 |
| Accountant | 30000.00 |
| PS to Director (Consultant) | 40000.00 |
| PA to Director (Consultant) | 30000.00 |
| Hindi Translator | 30000.00 |
| Web Master/Computer Programmer (Consultant) | 50000.00 |
| Multi Media Producer | 50000.00 |

Submitted for approval please.

**The agenda was discussed and Approved by the Finance Committee.**

Agenda .:6 **Approval of Hiring of Academic Consultants/Experts for academic work through online from home.**

The recruitment of Teaching Staff in IUCTE is yet to be completed due to finalization of Bye-Laws. The requirement of academic consultants is needed to do the academic works especially through online in current working culture due to COVID-19 pandemic. It is proposed that the experienced academicians who are well aware of our system and also engaged with other Organizations/ Institutions like AICTE, UGC, M o E may be considered for their valuable support to IUCTE through online engagement from home. Such engagements may vary in duration (from a few days to weeks together) depending upon the nature of work. The emoluments to be paid towards such engagements are being followed by IUCTE strictly adhering to the UGC rules for a half day meeting or full day meeting (i.e. Rs.3000/- for half day meeting or Rs. 5000/- for full day meeting). However, in no case the limit of the payment to a retired person from Government services may not exceed as prescribed by the UGC and GOI rules. The same may not be applicable in case of an expert who is offering services as a consultant/freelancer to the other organizations as mentioned above.
The proposal may be considered to hire the experienced academicians to work for various academic functions of IUCTE through online mode from home on honorarium basis as described above till the lockdown due to COVID-19 is fully lifted. Submitted for approval please

**The above mentioned aspects of the agenda was discussed by the Finance Committee and the Finance Committee suggested to follow the UGC norms.**

Agenda.: 7 Approval of Engagement of the services of MTS and clerical staff on the daily wages payment as per the Ministry of Labour, GOI norms

In IUCTE besides consultants in Academic/Administration and Finance, the services of MTS and clerical staff are being engaged through outsourcing agency. The payment to these personnel is made strictly on daily wages basis as per Ministry of Labour, GOI norms. During the COVID-19 pandemic, we have not engaged any new consultants in Academic/Administration and Finance till June, 2020. After the circulars of MHA and local administration we have engaged consultants for Academic/ Administration/ Secretarial and Finance through proper advertisement and selection process to look after the regular function of the IUCTE. The selection of consultants has been completed by September, 2020. We are strictly following the directions and SOP issued by MOHFW in our office. Currently we are functioning from the rented rooms provided by BHU in SSB Guest House and thus we have constrain of space to accommodate the staff as per the norms of SOP of MOHFW.

In view of the above we propose to reduce the number of outsourcing staff in the current situations till situation comes to normalcy. We may engage MTS and clerical staff to fulfill our requirement at minimal level.

Therefore it is proposed that the tender of outsourcing agency who has completed one year in September 2020 may be cancelled and among the existing man power, we may select and engage some of them as per the work distribution in the IUCTE on the daily wage basis as per the Ministry of Labour, GOI norms. The IUCTE will also maintain their EPF and ESI. Submitted for approval please.

**The agenda was discussed in the Finance Committee and it was suggested to outsource the HR from any out sourcing agency as per GoI rules.**

Agenda 8: Approval of the consultancy/professional fee for the auditor, towards the Internal Audit and filing of TDS for the F.Y. 2020-21.

| Sl. No. | Description | Amount |
|---|---|---|
| (a) | Audit fees for CA | 35,000/- Per Annum |
| (b) | i. TDS filing fee (Quarterly) 24Q | 4400/- Quarterly |
| | ii. TDS filing fee (Quarterly) 26Q | 4400/- Quarterly |
| | iii. Income Tax Consultancy | 4400/- Quarterly |
| (c) | GST Return | 2750/- Per Month |

Consultancy/Professional fee for the statutory auditor and towards the internal audit and filing of TDS. Submitted for approval please.

The Agenda was discussed in the Finance Committee and members suggested to higher the services of auditor through limited tender as per GFR.

**Agenda: 9: Reporting on repeated new allotment of accommodation to Director, IUCTE in BHU campus.**

The above matter was brought to the kind notice during the 4th Governing Board meeting of IUCTE held on 10th Feb., 2020. It was the third allotment of the accommodation of the Director IUCTE by the BHU and thus the psychological and financial burden on the organization was realized by the committee and thoroughly discussed. The committee was of the opinion that if major expenditure to be incurred towards improving the accommodation which is lying vacant and not in livable condition then it may be discussed immediately with the finance committee.

The matter was then discussed with the authority of BHU, CPWD and UGC and it was suggested that keeping in view the urgency of vacating old quarter and shifting in new quarter provided by BHU essential work may be taken to some extent by BHU as admissible at their level and minor expenses may be incurred within the powers of Director of IUCTE to bring the quarter in livable conditions.

The BHU agreed to do the part of work on emergent basis however remaining repair and maintenance which was done after shifting was not considered by BHU. The IUCTE has made its own efforts and all such kind of work for civil and electrical that was essentially required in the house was undertaken.

**The agenda was discussed in the Finance Committee and Noted.**

**Agenda 10: Reporting on Implementation of Treasury Single Account (TSA) on PFMS**

It is to report that as per direction of UGC e-mail dated 10 Aug 2020 to open the TSA system in RBI, New Delhi to operate payment through Treasury Single Account on PFMS. The IUCTE has fulfilled all the formalities and submitted to the UGC from our end. Personnel who has received training on PFMS from UGC has been nominated for the training on TSA system which was successfully completed. **Noted.**