



**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**

(Deemed to be University u/s 3 of UGC Act 1956)

# **Minutes**

## **32<sup>nd</sup> Meeting - Finance Committee**

**Date: March 17, 2022 (Thursday)**

**Time: 11.00 a.m. through hybrid mode**

**17-B, Sri Aurobindo Marg, New Delhi-110016 (INDIA)**



# NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

Revised Minutes of 32nd Finance Committee Meeting held on 17th March, 2022

The meeting of the 32<sup>nd</sup> Finance Committee was convened at 11:00 am in the Room no. 113 of the Institute through hybrid mode. All the external members were requested to join through video conference mode. The following members attended the meeting:-

1. **Prof. N V Varghese**  
Vice Chancellor, NIEPA **Chairperson**
  
2. **Mrs. Kiran Arora**  
Under Secretary (IFD, MHRD)  
Representative of JS & FA, MHRD **Member**
  
3. **Prof. Sudhanshu Bhushan**  
Dean (Academics & Research)  
NIEPA **Member**
  
4. **Prof. Badri Narayan Tiwari**  
Director  
G. B. Pant Social Science Institute  
Jhusi, Prayagraj, Uttar Pradesh **Member**  
(Attended the meeting in  
online mode)
  
5. **Prof. P.S. Rana**  
Professor & Head, Economics  
H.N. B. Garhwal University  
Garhwal, Srinagar, Uttarakhand **Member**  
(Attended the meeting in  
online mode)
  
6. **Dr. Sandeep Chatterjee**  
Registrar, NIEPA **Special Invitee**
  
7. **Sh. Nishant Sinha**  
Finance Officer, NIEPA **Member Secretary**

Revised

The meeting was held in hybrid mode. Two members joined the meeting in online mode through Google Meet app.

Sh. Nishant Sinha, Finance Officer & Member Secretary of the Finance Committee welcomed all the members of the Committee. Professor N.V. Varghese, Vice-Chancellor & Chairman of the Finance Committee extended warm welcome to all the members. He also extended warm welcome to the members Hon'ble members connected to the meeting through online mode i.e. Prof. Badri Narayan Tiwari and Prof. P. S. Rana. He further briefed about the achievements of NIEPA since the last Finance Committee meeting. The comments received on agenda vide MoE letter F. No. 10-8/2014-IFD. Pt dated 16.03.2022 from US-IFD, MoE were also discussed and taken on record **[Appendix-XVIII, Pg. No.-80-82]**.

The Chairperson requested the Finance Officer & Member Secretary of the Committee to take the items agenda wise.

**FC/MIN/32/01**

**Agenda:- Confirmation of minutes of 31<sup>st</sup> meeting of Finance Committee held on 08/11/2021.**

Minutes of the 31<sup>st</sup> Meeting of the Finance Committee held on 8<sup>th</sup> November, 2021 was sent to all members vide e-mail dated 09.11.2021.

In this respect, a letter no. F. 1-17/2021-P.N.-I dated 03.11.2021, from Sh. Sandeep Jain, Under Secretary to Govt. of India, Department of Higher Education, Ministry of Education **[Appendix-I, Pg. No. 16-19]** was received for incorporation of certain comments. The same were incorporated and revised-minutes vide letter F. No. 65-03/2021-22 dated 13.12.2021 **[Appendix-II, Pg. No. 20]** were sent.

The Finance Committee may therefore resolve to confirm minutes of the 31<sup>st</sup> meeting of the Finance Committee held on 08.11.2021. **[Appendix-III, Pg. no. 21-26]**.

**Resolution:- The Committee resolved to confirm the Minutes of the 32<sup>nd</sup> Meeting of the FC held on 08/11/2021.**

**FC/MIN/32/02**

**Agenda:- Matters arising out of Minutes of 31<sup>st</sup> meeting of the FC.**

**Resolution:- The Committee considered the proposal and resolved that the matter arising out of 32<sup>nd</sup> Meeting of FC is NONE.**





Agenda:- ACTION TAKEN REPORT ON THE DECISIONS OF 31<sup>st</sup> FC MEETING.

Sl. No.	Item No. with Agenda	Decision/ Resolution	Action Taken
32/3.1	<u>31<sup>st</sup> FC No. 31.7</u> Vacant staff quarters at Bindapur, Dwarka – New Delhi	As per comments of Ministry a detailed proposal will be forwarded to MoE for consideration.  Finance Committee noted the same for compliance.	Under Process
32/3.2	<u>31<sup>st</sup> FC No. 31.8</u> Vacation of Office Space by Canara Bank w.e.f. 12/11/2021.	The Finance Committee noted the information.	Noted
32/3.3	<u>31<sup>st</sup> FC No. 31.9</u> Purchase of IT related Infrastructure, E-Office Module & Other Infrastructure  (a) All in One Desktops (Qty-09) – approximate cost- Rs. 7.20 lakhs (b) Laptops (Qty-10) – approximate cost- Rs. 8 lakhs © MS Office Licenses 2019 (Qty-100) – approximate cost- Rs. 5 lakhs (d) Multi-Function Printer (Qty-15) – approximate cost- Rs. 4.5 lakhs (e) E-Office Module- E-HRMS – Qty-15- approximate cost- Rs. 6 lakhs  (f) Purchase of Furniture – approximate cost- Rs. 24.30 lakhs.	The comments of the MoE on the agenda is:- "Proposal may be considered as per GFRs, 2017 and GoI instructions/ guidelines subject to availability of funds."  The Committee noted for compliance and approved the same.	(a) Actual Cost – Rs. 8.86 lakhs – purchased and payment done (Appendix-IV / Pg.-27-28)  (b) Actual Cost – Rs. 9.27 lakhs – purchased and payment in process. (Appendix-V / Pg.-29-30)  © Actual Cost – Rs. 5.48 lakhs – order placed, delivery pending (Appendix-VI / Pg.-31-32)  (d) Actual Cost – Rs. 4.98 lakhs – order placed, delivery pending (Appendix-VII / Pg.-33-36)  (e) Purchase in process (Appendix-VIII / Pg.-37)  (f) Purchase in process (Appendix-IX / Pg.-37-44).
32/3.4	<u>31<sup>st</sup> FC No. 31.10</u> Replacement of Old Computers – expected cost of Purchase Rs. 12 lakhs.	The comments of the MoE on the agenda is:- "Proposal may be considered as per GFRs, 2017 and GoI instructions/ guidelines subject to availability of funds."  The Committee noted for compliance and approved the same.	Purchased done, payment in process Amount- Rs. 13.80 lakhs.  (Appendix-X / Pg.-45-46)



Sl. No.	Item No. with Agenda	Decision/ Resolution	Action Taken
32/3.5	<p><u>31<sup>st</sup> FC No. 31.11</u></p> <p>Purchase of E-Office Modules</p> <p>2021-<input type="checkbox"/> Project management- Qty-15- approximate cost- Rs. 6 lakhs</p> <p>b. Student Management- Qty- 100- approximate cost- Rs. 6 lakhs</p>	<p>The comments of the MoE on the agenda is:- "Proposal may be considered as per GFRs, 2017 and Gol instructions/ guidelines subject to availability of funds."</p> <p>The Committee noted for compliance and approved the same.</p>	<p>a. Purchase of E-SAMARTH in process (Appendix-VII/ Pg.-33-36).</p> <p>b. Purchase of E-SAMARTH in process (Appendix-VII / Pg.-33-36).</p>
32/3.6	<p><u>31<sup>st</sup> FC No. 31.12</u></p> <p>Purchase of Smart Class Room- approximate cost- Rs. 30 lakhs.</p>	<p>The comments of the MoE on the agenda is:- "Proposal may be considered as per GFRs, 2017 and Gol instructions/ guidelines subject to availability of funds."</p> <p>The Committee noted for compliance and approved the same.</p>	<p>Purchase in process. (Appendix-XI / Pg.-45-46).</p>
32/3.7	<p><u>31<sup>st</sup> FC No. 31.13</u></p> <p>Purchase of two latest wireless Public Address System for two lecture halls in NIEPA- approximate cost- Rs. 50 lakhs.</p>	<p>The comments of the MoE on the agenda is:- "Proposal may be considered as per GFRs, 2017 and Gol instructions/ guidelines subject to availability of funds."The Committee noted for compliance and approved the same.</p>	<p>Purchase in process. (Appendix-XI /Pg.-45-46)</p>

The Committee perused the action taken by the Institute on the decisions of the 31<sup>st</sup> meeting of the FC held on 08/11/2021.

The comments received from Ministry was:-

*"Subject to strict compliance of the relevant Statutory provisions of the Institute and also strict compliance of the related Govt. of India Instructions and guidelines, including those issued by the Central Vigilance Commission, the minutes may be confirmed."*

**Resolution:-** The Committee resolved that the action taken by the Institute on the decisions of the 32<sup>nd</sup> meeting of the FC held on 08/11/2021 as circulated along with the agenda papers be noted and taken on record.





## ITEMS FOR REPORTING

### FC/MIN/32/04

**Agenda:-To consider the Separate Audit Report (SAR) for the financial year 2020-21.**

It is submitted for information of the Finance Committee that the Office of DGA (CE), New Delhi, conducted the audit of Annual Accounts of the Institute for the year 2020-21 during 3<sup>rd</sup> January to 12<sup>th</sup> January 2022. The reply w.r.t draft SAR has already been sent to the Office of the DGA (CE), New Delhi, vide letter no. F. No. 54-2/2020-21/B&A dated 18.02.2022 [**Appendix-XII, Pg. No. 48-48.4**].

The SAR from C&AG is awaited. The SAR shall be circulated amongst the Hon'ble FC members for approval and further incorporation in the Annual Report of the Institute.

The comments of the Ministry was:-

*"The observations of the Audit contained in the SAR for the year 2020-21 may be complied with, at the earliest."*

**Resolution:- The Committee noted the same.**

### FC/MIN/32/05

**Agenda:-Maintenance works awarded to CPWD**

Since, NIEPA doesn't have its own engineering wing, all civil and electrical maintenance works are being get done through CPWD, a Government of India organisation under the Ministry of Housing and Urban Affairs. NIEPA has awarded following maintenance works in the FY 2021-22 [**Appendix-XIII, Pg. No.-49**]:-

S. N o.	Details	Preliminary Estimate Amount (in Rs.)	Order No. & Date	Advance Paid / Date (in Rs.)	Remarks/ Status
<b>CIVIL WORKS</b>					
1	A/R & M/O Residential and Non-Residential building NIEPA FY 2021-22  As per PE dated 25/08/2021 Ex.Engg.,CPWD, V-Division, R.K. Puram	74,91,271/-	No. 181/ 2021-22 dated 28/09/2021	24,94,460/-	Time period: 12 months after award of work. Tender yet to be issued by CPWD
<b>ELECTRICAL WORKS</b>					
2	RMO various electrical & mechanical services at NIEPA  As per PE dated 17/8/2021 Ex.Engg.,CPWD, Delhi Electrical Division-61, Pushpa Bhawan	94,65,351/-	No. 119/ 2021-22 dated 26/07/2021	31,51,960/- Dated 09/09/2021	Time period: April 2021 to March 2022
3	Providing & fixing Fire Alarm System, Replacement of Fire fighting accessories  As per PE dated 17/8/2021	32,61,953/-	No. 168/ 2021-22 dated 21/09/2021	10,86,230/-	Time period: 03 months after award of work. Tender yet to be issued.



	Ex.Engg., CPWD, Delhi Electrical Division-61, Pushpa Bhawan				
4	AMC of 2 nos. Schindler make Lifts at Office and Hostel building. As per PE dated 20.11.2021 Ex. Engg, CPWD, Delhi Electrical Division-61, Pushpa Bhawan, New Delhi-110062	10,91,149/-	No. 275/2021- 22/NIEPA dated 08.12.2021	3,63,350/-	Time Period: 01 month after getting A/A & E/S

**The comments received from MoE on this agenda:** "It was pointed out that since tender has not been issued by CPWD, the works may not be counted as pertaining to the current financial year."

**Resolution:-** The Committee noted the same.

**FC/MIN/32/06**

**Agenda:-**Initiation of payment of Pension through State Bank of India.

An MoU between State Bank of India and NIEPA has been signed for processing the pensions through their dedicated Pension portal i.e. Centralised Pension Processing centre (CPPC). Further, the process of sharing of data with SBI is already under process. [Appendix-XIV, Pg. No.-50-58].

**Resolution:-** The Committee noted the same.

**FC/MIN/32/07**

**Agenda:-**Initiation of payments through Cash Management Product (CMP) Portal of SBI

The Institute is still processing the payments through cheques. Further, it is imperative to mention that the Syndicate Bank which was operation in the NIEPA campus has been merged with Canara Bank (matter already intimated to FC vide Minutes No. 31.8).

Consequently, it has become cumbersome to go to the branch of Canara Bank on a daily basis for processing payments, etc. To avoid the hassle we are in the process of shifting the whole banking operations to SBI as it is located within campus.

Since, NIEPA is still following the cheque system for payments, to do away with the system we are adopting the CMP portal of SBI for making payments. The US, IFD, MoE informed the Committee that the process of bringing the Institute in the PFMS (TSA) system is in final stages and the mandate for implementing the same shall be sent to the Institute by the start of F.Y. 2022-23 positively.

**Resolution:-**The Committee noted the same and resolved that the PFMS (TSA) system be mandatorily implemented in the Institute as and when the mandate is sent by the MoE.



**Agenda:-To report the status of creation of Internal Audit Wing at NIEPA.**

The advertisement regarding recruitment of personnel for Internal Audit Wing of NIEPA has been made earlier, but unfortunately no application was received. Consequently, the eligibility criteria has been revised and an advertisement has been published again.[**Appendix-XV, Pg. No.-59-64**].

Further, it is pertinent to mention that at present there is no qualified personnel available in the Institute who may be deployed in the Internal Audit Wing. Needless to mention that establishment of an Internal Audit Wing is a very important matter raised by the CAG in its Audit reports regularly.

**Resolution:-The Committee noted the same.**

**Agenda:-To report the status of Investment Committee.**

On the recommendation of the Finance Committee, an Investment Committee has been constituted by the competent authority of NIEPA. Its first meeting was held on 6.12.2021. The minutes of the 1<sup>st</sup> meeting of the committee was placed before the FC for perusal and approval.[**Appendix-XVI, Pg. No.-65-67**].

The comments of the Ministry were:-

*"It may be clarified that Govt. grant will not be invested by the Institute and all the unspent balance along with interest earned on government grant may be refunded back to the Consolidated Fund of India."*

**Resolution:- The Committee noted the same and made following recommendations:-**

- (i) Quotations from various Public Sector Banks for investment of GPF funds may be called to get the better rate of interest.
- (ii) Services/ Consultancy of a financial expert may be taken w.r.t. advice for and investment of the Institute funds. The investments may be done in No risk or Low risk instruments and as per the ministry of Finance Notification dated 02/03/2015.
- (iii) The amount of Rs. 4,12,064.59/- parked on account of the Hostel Account (through charges collected through PCO/telephone booth) be taken in the Corpus fund of the Institute.

## FRESH ITEMS FOR CONSIDERATION AND APPROVAL

FC/MIN/32/10

**Agenda:-To report the status of funds received and funds utilized FY 2021-22.**

### Position of Funds for the year 2021-22

S. No.	Object Head	Opening Balance (as on 01.04.2021)	Budget required by NIEPA	Budget Allocation by MoE	Grants recd. (till Feb, 2022)	Expenditure (till 28.2.22)	Balance Available	Committed expenditure for Feb, March, 2022 (figures are approx.)
	1	2	3	4	5	6	7	8
1	OH-31	290.88	2,629.00	2,100.00	1,245.00	1,464.52	71.36	196.40
2	OH-35	15.02	1,700.00	140.00	120.00	58.04	76.98	74.03 **
3	OH-36	405.22	3,360.00	1,960.00	1,356.58	1,607.70	154.10	125.00
4.	NER	45.42	00.00***	300.00	00.00	00.00	00.00	2.5
	<b>TOTAL</b>	<b>456.54</b>	<b>7,689.00</b>	<b>4,500.00</b>	<b>2,721.58</b>	<b>3,130.26</b>	<b>347.86</b>	<b>397.93</b>

Total shortfall i.e. Column No. 8 – Column No.-7 = 93.00 Lacs (Approx.)

\*\* Expected expenditure in OH-35 within February & March, 2022 is around 74.03 lakhs (approx.)

\*\*\* No budget was demanded due to prevailing COVID conditions.

**Resolution:- The Committee noted that the grants released by the MoE were approx. 60% and the utilization of the funds has been full. . The committee appreciated the same. The Committee also advised the Institute to ensure that the NER funds are fully utilized.**

FC/MIN/32/11

**Agenda:-To approve the purchase of 15 Computers for Computer lab and Staff**

As per Institute requirements total 15 nos. of laptops need to be purchase for NIEPA Faculty. The bid has been placed for purchase. The expected cost for the purchase of above proposed Laptops would be around >15 lakhs.

The Purchase of Laptops proposed will be made on GeM through open bidding with generic, functional, qualitative and performance based bid specification and as per the government's regulations with enough time for bidders from different brands and trade to participate in the bid with their offered product. The above agenda is placed before the finance committee for consideration and approval please [Appendix-XVII, Pg. No.-68-79].



The Comments of the Ministry were:-

*"As per Department of Expenditure, Ministry of Finance guidelines, the cost of laptop including Standard Software shall not exceed Rs. 80,000/-. Report of Purchase Committee/ ICT Committee, if any, may be discussed in the meeting. The purchase may be made through GeM and as per GFR 2017 and related CVC guidelines, including the latest instructions issued by the DoE, MoF."*

Fresh Comments from Ministry are:

***"Our comments sent vide letter of even no. dated 16.03.2022 are re-iterated as there was no discussion on exceeding the particular amount during the meeting"***

**Resolution:-** The committee approved the same and advised that the guidelines issued by the Department of Expenditure, Ministry of Finance vide No. 3(13)/2018.EII(A) dated 22/10/2018 are strictly adhered to. Regarding purchase above the said limit, if any; it must be ensured that the same has been done for the purposes in the IT/ICT sphere like Institute servers, Admissions, Conferences, work requiring addition RAM/ Graphic requirement etc.

**FC/MIN/32/12**

**Agenda:-**To approve the Purchase of 25 All-in-One PC.

As per Institute requirements 25nos. of all in one PC need to be purchase for NIEPA Staff and Faculty. The bid has been placed for purchase. The expected cost for the purchase of above proposed All in One PC would be around >25 lakhs.

The Purchase of All-in-one PC proposed will be made on GeM through open bidding with generic, functional, qualitative and performance based bid specification and as per the government's regulations with enough time for bidders from different brands and trade to participate in the bid with their offered product. The above agenda is placed before the finance committee for consideration and approval please[Appendix-XVII, Pg. No.-68-79].

The Comments of the Ministry are:-

*"As per Department of Expenditure, Ministry of Finance guidelines, the cost of laptop including Standard Software shall not exceed Rs. 80,000/-. Report of Purchase Committee/ ICT Committee, if any, may be discussed in the meeting. The purchase may be made through GeM and as per GFR 2017 and related CVC guidelines, including the latest instructions issued by the DoE, MoF."*

Fresh Comments from Ministry are:





***“Our comments sent vide letter of even no. dated 16.03.2022 are re-iterated as there was no discussion on exceeding the particular amount during the meeting”***

**Resolution:-**The committee approved the same and advised that the guidelines issued by the Department of Expenditure, Ministry of Finance vide No. 3(13)/2018.EII(A) dated 22/10/2018 are strictly adhered to. Regarding purchase above the said limit, if any; it must be ensured that the same has been done for the purposes in the IT/ICT sphere like Institute servers, Admissions, Conferences, work requiring addition RAM/ Graphic requirement etc.

**FC/MIN/32/13**

**Agenda:-** To consider and approve the empanelment of CA firm for supporting various activities of Finance & Accounts division of NIEPA.

Para-1:- The working pattern of Finance & accounting work in the Institution is not in tune with the modern practices as being done in other eminent Institutions of Higher Education. The PFMS (EAT ) module has already been implemented and it is expected the TSA in PFMS shall be compulsorily implemented soon. The Institute is moving on to CMP (Cash Management Portal) of the SBI w.e.f. financial year 2022-23 so that all payments are in online mode exclusively and the cheques are done away with. It is pertinent to mention here that onboarding the PFMS (TSA) system and CMP system shall require strong accounting system of Voucher making, uploading, statutory compliances etc. The system is right now supported by few staff of contractual nature who can't be relied upon in terms of continuity (as they keep looking for greener pastures). There has been a few instances in the Finance & Accounts team when a contractual staff has suddenly left the job leaving important works in limbo.

Para-2:- In view of the above, it is observed that there is a need to engage professionals for streamlining the Finance & Accounts Division. The Finance & Accounts heads of various prominent organization were also contacted and it was learnt that they are taking help of Chartered Accountants Firms for managing few aspects of their Institutions. The said organizations engaging such firms are several IITs, NITs, Central Universities and CFTIs. Moreover, the Institute is already taking the services of two CA firms for various works like GST returns, TDS, ITR, Issue of UC, Annual Accounts certification etc.

Para-3:- In view of the facts and circumstances detailed above, it is proposed that the Institute may engage the services of a Chartered Firm from amongst the CAG empaneled list of approved CA firms to assist the Finance & Accounts team of the Institute so that there is better efficient, transparency and accountability rather than taking their services on piecemeal basis. The proposed engagement is consonance with the GFR 2017 (Rule 177).





3. In view of the facts and circumstances detailed above, it is proposed that the Institute may engage the services of a Chartered Firm from amongst the CAG empaneled list of approve CA firms to assist the Finance & Accounts team of the Institute so that there is better efficient, transparency and accountability rather than taking their services on piecemeal basis. The proposed engagement is consonance with the GFR 2017 (Rule 177). It shall also not have any additional financial burden on the Institute's budget.

4. Extracts of GFR 2017, **Rule 177**- "Consulting Service" means any subject matter of procurement (which as distinguished from 'Non- Consultancy Services' involves primarily non-physical project-specific, intellectual and procedural processes where outcomes/ deliverables would vary from one consultant to another), other than goods or works, except those incidental or consequential to the service, and includes professional, intellectual, training and advisory services or any other service classified or declared as such by a procuring entity but does not include direct engagement of a retired Government servant. Note: These Services typically involve providing expert or strategic advice e.g., management consultants, policy consultants, communications consultants, Advisory and project related Consulting Services which include, feasibility studies, project management, engineering services, **finance, accounting and taxation services**, training and development etc.

The FC was requested to consider and approve the proposal at Para No.-3 above.

**Resolution:- The Committee considered and approved the proposal.**

FC/MIN/32/14

**Agenda:-Any other item(s) with the permission of Chair.**

**Resolution:-No additional Agenda items were placed in the meeting.**

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

  
[Nishant Sinha]

Member-Secretary, FC & Finance Officer, NIEPA

  
(Prof. N V Varghese)

Chairperson, FC& Vice-Chancellor, NIEPA

