



NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

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

Revised Minutes 33rd Meeting - Finance Committee

Date: November 16, 2022 (Wednesday)

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

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

The meeting of the 33rd Finance Committee was convened at 02:00 pm in the Board Room No. 101 of the Institute through physical mode. The following members attended the meeting:-

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|----|-------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1. | Prof. N V Varghese
Vice Chancellor, NIEPA | Chairperson |
| 2. | Mrs. Kiran Arora
Under Secretary (IFD, MHRD)
Representative of JS & FA, MoE | 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
(Absent) |
| 5. | Prof. P.S. Rana
Professor & Head, Economics
H.N. B. Garhwal University
Garhwal, Srinagar, Uttarakhand | Member |
| 6. | Dr. Sandeep Chatterjee
Registrar, NIEPA | Special Invitee |
| 7. | Sh. Nishant Sinha
Finance Officer, NIEPA | Member Secretary |

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 further briefed about the achievements of NIEPA since the last Finance Committee meeting. The FC was also apprised of the first convocation ceremony of NIEPA held on 21/10/2022. The committee was also updated with the efforts underway to celebrate the 60th year of establishment of NIEPA i.e. Diamond Jubilee Celebrations. The proposal to offer Master of Arts in Education and Development and plan to introduce this programme w.e.f. Academic Session 2023-24 was also apprised. Lastly, the VC requested the committee to take on record his appreciation for the support given by the Ministry approving the construction for New Academic Building and sanction of budget for the same.

The comments received on agenda vide MoE letter F. No. 10-8/2014-IFD-Pt dated 15.11.2022 from US-IFD, MoE were also taken on record [**Appendix-XVI, Pg. No.-153-155**].

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

FC/MIN/33/01

Agenda:-Confirmation of the Revised Minutes of the 32ndMeeting of Finance Committee of NIEPA held on 17.03.2022.

Minutes of the 32ndMeeting of the Finance Committee held on 17th March, 2022 was sent to all members vide e-mail dated 22.03.2022.

In response to this a letter No. F. 10-8/2014-IFD.pt dated 28.03.2022, from Mrs. Kiran Arora, Under Secretary to Govt. of India, Department of Higher Education, Ministry of Education [Appendix-XVII, Pg. No. 156] was received for incorporation of certain comments. The same were incorporated and revised minutes [Appendix-I, Pg. No. 17-28] are put up for confirmation.

Resolution:- The Committee resolved to confirm the Revised Minutes of the 32nd Meeting of the FC held on 17/03/2022.

FC/MIN/33/02

Agenda:- ACTION TAKEN REPORT ON THE DECISIONS OF 32ndFC MEETING.

Sl. No.	Item No. with Agenda	Decision/ Resolution	Action Taken
33/3.1	<u>32ndFC No. 32.3</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.	Put up as separate Agenda No. 33.8
33/3.2	<u>32ndFC No. 32.3.3</u> Purchase of IT related Infrastructure, E-Office Module & Other Infrastructure (a) E-Office Module- E-HRMS - Qty-15- approximate cost- Rs. 6 lakhs (b) 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.	Purchased and payment under process.

33/3.3	<u>32ndFC No. 32.5</u> Purchase of E-Office Modules a. Project management- Qty- 15- approximate cost- Rs. 6 lakhs b. Student Management- Qty- 100- approximate cost- Rs. 6 lakhs	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.	a. E-SAMARTH has been implemented b. E-SAMARTH has been implemented
33/3.4	<u>32nd FC No. 32.3.6</u> Purchase of Smart Class Room- approximate cost- Rs. 30 lakhs	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.	Purchase under Process, the status will be updated after final payment.
33/3.5	<u>32ndFC No. 32.3.7</u> Purchase of two latest wireless Public Address System for two lecture halls in NIEPA- approximate cost- Rs. 50 lakhs.	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.	The bid for procurement could not be completed though initiated four times due to various reasons (Appendix-III, Pg. No. 32-33). The purchase is reinitiated and is under process
33/3.6	<u>32ndFC No. 32.11</u> Purchase of 15 Laptops for Computer Lab and staff.	The Committee approved the same and advised that the guidelines issued by the Deptt. 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; 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.	Purchase under Process, the status will be updated after final payment.
33/3.7	<u>32nd FC No. 32.12</u> Purchase of 25 All-in- One PC.	The Committee approved the same and advised that the guidelines issued by the Deptt. of Expenditure, Ministry of Finance vide No. 3(13)/2018.EII A dated 22/10/2018 are strictly adhered	Purchase under Process, the status will be updated after final payment.

	to. Regarding purchase above the said limit, if any; 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.	
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The Committee perused the action taken by the Institute on the decisions of the 32nd meeting of the FC held on 17/03/2022.

Resolution:- The Committee resolved that the action taken by the Institute on the decisions of the 32nd meeting of the FC held on 17/03/2022 as circulated along with the agenda papers be noted and taken on record.

FC/MIN/33/03

Agenda:-Ratification of the minutes of the 33rd Meeting of Finance Committee of NIEPA held through circulation.

The draft Annual Accounts for the FY 2021-22 of NIEPA were prepared and sent to C&AG for Certification Audit. Before sending the draft accounts to C&AG, the approval of Finance Committee and Board of Management is necessary, the draft Annual Accounts were sent and approved by both the Finance Committee and the Board of Management through circulation mode.

Resolution:- The Committee resolved to ratify the Minutes of the 33rd Meeting of the FC held through circulation mode.

ITEMS FOR REPORTING

FC/MIN/33/04

Agenda:-To update the status of Outstanding Audit Paras.

It is submitted for information of the Finance Committee that the total outstanding Audit Paras are 33, out of which, replies of 09 paras have been considered, and it is likely that it shall be dropped when the External Audit Team visits next for Transaction Audit. **[Appendix-V, Pg. No. 38-46].**

A committee was constituted to settle the outstanding paras and list of paras had been sent to concerned sections. Also, two reminders have already been sent to Personnel Section, Academic, Administration, General Administration and Accounts Section.

The Committee went through the contents of outstanding Audit Paras and observed that many paras had been outstanding since more than 20 years. Many employees and concerned officials have retired since long.



Resolution:- The Committee advised to expedite the process of settling of outstanding audit paras. The long serving officials may be advised to ensure due diligence and delegated the responsibility to settle these paras in a time bound manner before they are relieved from their services. Outstanding paras w.r.t serving employees may be given top priority so that the same is settled before they are relieved/ given NOC.

FC/MIN/33/05

Agenda:-To consider and approve the Budget Estimates of Rs. 5768.00 lakhs including provisions for the North-East Region (NER), in respect of NIEPA for the Financial Year 2022-23

Budget Estimates FY 2022-23		
[Rs. In Crores]		
Non-NER		
S. No.	Object Head	Amount
1	OH-31	23.20
2	OH-35	9.60
3	OH-36	20.88
TOTAL		53.68

NER		
S. No.	Object Head	Amount
1	OH-31	1.80
2	OH-35	0.40
3	OH-36	1.80
TOTAL		4.00
Grand Total		57.68

Resolution:- The Committee noted the same.

FC/MIN/33/06

Agenda:-To consider the Separate Audit Report (SAR) for the Financial Year 2021-22.

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 2021-22 during 12th August to 24th August 2022 (7 working days). The Final SAR vide letter F. No. AMG III/SAR/NIEPA/9-40/2022-23 dt. 6.10.2022 has been received [Appendix-VII, Pg. no. 70-78]. The reply w.r.t final SAR has already been sent to the Office of the DGA (CE), New Delhi, vide letter no. F. No. 54-2/2022-23/F&A/Audit dated 19.10.2022 [Appendix-VIII, Pg. no. 79-85].

Resolution:- The Committee noted that the process of closing of Annual Accounts and preparation of Annual Report is following the time schedule prescribed by the MoE and appreciated the same.



FC/MIN/33/07

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 organization under the Ministry of Housing and Urban Affairs. NIEPA has awarded following maintenance works in the FY 2022-23:

S. No.	Details	Preliminary Estimate Amount	Order No. & Date	Advance Paid / Date	Remarks/ Status
1.	CIVIL WORKS				
NO FUND RELEASED BY NIEPA IN THIS FINANCIAL YEAR					
2.	ELECTRICAL WORKS				
2.1	Providing & fixing Fire Alarm System, Replacement of Fire fighting accessories As per PE dated 17/8/2021 Ex.Engg., CPWD, Delhi Electrical Division-61, Pushpa Bhawan	₹ 32,61,953/-	No. 168/2021-22 dated 21/09/2021	₹ 10,86,230/-	90% work completed. Balance payment to be made. File under process.
2.2	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/-	Tender not yet finalized by CPWD.

Resolution:-The Committee noted the same.

FC/MIN/33/08

Agenda:-To update the status of Bindapur Staff Quarters.

In response to NIEPA letter No. 38-8/2005-06/GA dated 22nd April, 2022, Ministry of Education has vide Letter No. 1-15/2022-PN-1 dated 19th May, 2022 made the following remarks:

- The proposal for transfer of property at cost minus depreciation may not be accepted as the present market rate of the property based on the circle rate of the area needs to be considered.
- The proposal for disposal of the flats owned by NIEPA may be brought to the notice of all Autonomous Bodies under the Ministry of Education.
- If any organization shows interest, the transfer may be negotiated and need to be undertaken in accordance with the Unified Building Bye-Laws 2016, in respect of NCT of Delhi, issued by the Union Ministry of Urban Development.

iv) If no AB is interested to take over the property, NIEPA may consider disposing it through auction in accordance with relevant provisions of GFR 2017.

v) Approval of the Secretary (HE) may be obtained for disposal of the property.

In view of above observations, NIEPA has sent a Letter No. 38-8/2005-06/GA dated 8th June, 2022 to 22 autonomous bodies located in Delhi / NCR region seeking their willingness for transfer of the 25 flats. [Appendix-IX, P. No. 86-90]. No interest was since shown by any of the autonomous body till date. Meanwhile, as per clause (iv) above, letters seeking Property Valuation Certificate from Delhi Development Authority / Central Public Works Department are being sent.

Resolution:- The committee went through the Agenda documents and suggested to explore the method at S. No. iv) above to dispose the Bindapur Staff quarters after taking into consideration the prevalent Circle/ Market rates. Detailed proposal regarding this may be sent to the Bureau for approval of the Secretary (HE), Ministry of Education.

FC/MIN/33/09

Agenda:-To update the status of funding for the construction of New Academic Building of NIEPA.

Ministry of Education vide its letter No. 2-1/2018-P.N.-I Part(1) dated 13.06.2022 has sanctioned preliminary estimate of Rs. 30.56 Cr. for construction of New Academic Building of NIEPA.

NIEPA has received Rs. 9.6 Cr. in the Capital Head i.e., OH-35 and Rs. 8.00 Cr. has already been transferred to CPWD as part of 1st Instalment which is Rs. 10.19 Cr.

Efforts are being made in getting additional funds to the tune of Rs. 2.19 Cr. so that it can be transferred to CPWD. **[Appendix-X, P. No. 91-107].**

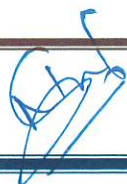
Resolution:- The Committee understood the peculiar position of NIEPA w.r.t OH-35 funds for Institutional needs combined with amount compulsorily required for construction of New Academic Building to be given to the CPWD (i.e. 33 % of the total Project Value amounting to Rs. 30.56 Cr.).The Ministry representative advised to wait for the revised Estimates. Further, the committee also advised to explore the possibility of settlement of outstanding dues, if any to the CPWD and utilize the same towards payment of balance advance amount due to them (i.e. Rs. 2.19 Cr.). The current available balance of Rs. 1.18 Cr. Under the head OH-35 may be utilized towards payment of balance advance amount due to the CPWD after ensuring payment of ongoing purchases.



Agenda:-To report the plan to implement the recommendations of 28th FC regarding enhancement of monthly fellowship for M.Phil and Ph. D scholars of the Institute as per the UGC guidelines.

The FC in its 28th meeting held on 12.03.2020 had resolved to enhance monthly fellowship for M.Phil and Ph. D scholars of the Institute as per the UGC guidelines. However, the same could not be implemented due to sudden COVID situations. The Institute plans to implement the said recommendations now.**(Appendix- XVIII, P. No. 157-161).**

Resolution:- The Committee concurred with the said plan and advised to ensure that the admissions to the Ph.DProgrammes are as per UGC guidelines. The committee also advised that the enhanced fellowships as per UGC guidelines be implemented w.e.f. 01.12.2022. No arrears to be given.



FRESH ITEMS FOR CONSIDERATION AND APPROVAL

FC/MIN/33/11

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

Position of Funds for the year 2022-23 (Regular Grants)						
(Rs. in lacs)						
S. No.	Object Head	Opening Balance	Budget Allocation by MoE	Grants recd. (till October, 2022)	Expenditure (till 15.11.22)	Balance Available
1	OH-31	49.69	2,320.00	1,294.00	1145.82	197.87
2	OH-35	15.43	960.00	960.00	856.59	118.84
3	OH-36	279.29	2,088.00	1,042.00	1,272.58	48.71
	TOTAL	344.41	5,368.00	3,296.00	3,274.99	365.42

Position of Funds for the year 2022-23 (NER)						
(Rs. in lacs)						
S. No.	Object Head	Opening Balance	Budget Allocation by MoE	Grants recd. (till September, 2022)	Expenditure (till 31.10.22)	Balance Available
1	OH-31	-	180.00	-	12.24	-12.24
2	OH-35	-	40.00	-	-	-
3	OH-36	-	180.00	-	-	-
	TOTAL	-	400.00	-	12.24	-12.24

Request for grant of funds under NER head was placed vide letter No. 51-1/2022-23/F&A/Budget/NER dated 19.10.2022 to the Nodal Ministry. The list of training programmes proposed has also been enclosed. **(Appendix-X-A, P. No. 107-A, 107-B)**

Resolution:- The Committee noted that the grants released by the MoE were approx. 61% and the utilization of the funds has been almost full. The committee appreciated the same. The Committee also advised the Institute to ensure that the NER funds are fully utilized.

FC/MIN/33/12

Agenda:-To consider enhancement of remuneration of Contractual Staff working in Projects

NIEPA engages contractual staff for smooth functioning of External projects, Internal/NIEPA funded projects, research studies and various workshops/ seminars, etc. The current salary structure followed for contractual staff is detailed as follows: **(Appendix- XI, P. No. 108-109).**



S. No.	Designation	Monthly emoluments paid	Current Position of Staff employed in projects	Current Position of Staff employed in External projects	Current Position of Staff employed in Internal/ NIEPA funded projects
1.	Project Senior Consultant	50,000/-	1		1
2.	Project Consultant	40,000/-	5		2
3.	Project Junior Consultant	35,000/-	1		2
4.	Project Junior Consultant	33,000/-	0		1
5.	Project Junior Consultant	30,000/-	8		29
6.	Administrative Assistant/ Accountant	30,000/-	2		2
7.	Computer Operator/ Clerk	17,000/-	4		24
8.	Project MTS	15,000/-	1		0
TOTAL			22		61

Considering various requests of contractual employees, Vice Chancellor constituted a committee to look into the possibilities of enhancement of remuneration. The committee's recommended pay structure is annexed at **(Appendix- XII, P. No. 110-124)**

The financial implication involved due to enhancement of remuneration on annual basis would be:

External Projects	Rs. 24,89,425/-
Internal/ NIEPA funded Projects	Rs. 68,32,515/-
Total (in Rs.)	Rs. 93,21,940/-

Since the **last revision has taken place in Nov, 2013(Appendix- XII, P. No. 124-A to 124-G)**, the status of annual expenditure on remuneration only for such project engagements and previous year trends is indicated below:-

Type of Project/ Engagement	FY 2022-23 (Till Oct.)	FY 2021-22	FY 2020-21	FY 2019-20	FY 2018-19	FY 2017-18
Internal/ NIEPA funded projects (Rs. In Cr.)	1.11	1.50	1.29	1.82	1.56	0.79

To mention that the vacancy status of Group B & C employees for last 5 years (as provided by Personnel Section) is reproduced as follows:-

(Appendix- XIII, P. No. 125- 126)

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Sanctioned	116	116	116	116	116	116
In Position	72	64	61	58	52	50
Vacant	44	52	55	58	64	66*

* Vacancy in Group-B-15; Group-C-51

- * The vacant position includes 23 vacancies of MTS which are to be filled through outsourced mode (as per Recruitment Rules of NIEPA).
- * Out of the 66 vacancies mentioned and taking out 23 vacancies of MTS the remaining vacancies come out to be 43.

The break-up of the 61 contractual employees posted at different divisions and the budget head in which their salary is booked is as follows:

Divisions	No. of employees	Budget Head
NIEPA funded projects	28	OH-31 (General)
Administration	33	OH-36 (Salary) #
Total No.'s / Expenses	61	Rs.17.00 lacs (per month)

Against regular vacant positions

The budgetary position of NIEPA is as follows:

Budget Estimates 2022-23			
Rs. In Cr			
Non-NER			
S. No.	Object Head	Amount	Grants received till 30.09.2022
1	OH-31	23.20	10.04
2	OH-35	9.60	9.60
3	OH-36	20.88	10.42
TOTAL (Rs. in Cr.)		53.68	30.06

The matter of enhancement of remuneration of Contractual Staff was put up before the Finance Committee in its 27th meeting held on 17th July, 2019. The Minutes of the meeting is quoted here under:

“The committee considered the proposal within the ceiling of budget availability. Comments received from Ms. Kiran Arora, Representative of Joint Secretary and Financial Advisor, Ministry of Human Resource Development, vide their letter no. F. 10-08/2014-IFD dated 29.07.2019 stated “the item was not supported by IFD, MHRD”. The matter was not placed in the next Finance Committee meeting.”

The agenda and minutes of 27th FC meeting is annexed at **(Appendix- XIV, P. No. 127-139)**.

Resolution:- The Committee went through the proposal of the Institute and recommendations of the Committee constituted by the VC to look into possibilities of enhancement of remuneration of Contractual/ Project employees of NIEPA. The committee took cognizance of the fact that enhancement in remuneration has not taken place since 2013 and hence is overdue. The committee opined that it should be ensured that the minimum wages as per the State Govt. are paid to the contractual/ project employees so that NIEPA emerges as a Model employer.

Salary/ emoluments being paid to the contractual employees should be reasonable and commensurate with the qualification/ experience required as per the demands of various projects being undertaken at NIEPA. The FC approved that modifications/ enhancement and reasonability of the remuneration may be done at the Institutional level itself.

Notwithstanding, the fact that the Ministry's representative advised that the Institute shall not raise any additional demand for funds for this purpose and any expenditure shall be met out from the sanctioned budget.

Comments from MoE:

With regard to item No. FC/AGEN/11 reg. enhancement of remuneration of Contractual Staff working in Projects, though IFD had not supported the proposal at the time of conveying comments, the Members of FC gave detailed justification and approved the increase in the remuneration of project staff.

IFD is of the view that a reasonable increase in the emoluments of Project Staff may be considered keeping in view the provisions of Minimum Wages Act and the job profile/qualification of the project consultants and the proposal as per details contained in the agenda for effecting yearly increase, may not be supported. For effecting any increase in the next year, the matter may be placed by NIEPA before the Finance Committee at appropriate time.

FC/MIN/33/13

Agenda:-To consider writing off of missing books identified in the Library Stock Verification, 2022.

The physical verification of library books and resources till the year 2021-22 has been completed. During the verification 124 books (78 purchased and 46 gifted books) were found missing.

The Delegation of Powers on writing off losses under different categories is delegated to Registrar/VC as per NIEPA Delegation of Powers. There is no mention regarding delegation of power regarding writing off of missing books.

As per GFR-2017 Rule 215 (ii) and recommendations of Library Stock Verification Committee [Appendix-XV, P. No.140-152] the missing books of value of Rs. 5,689.25 may be written off.

Resolution:-The committee approved the same and advised to ensure that no rare books has been lost as reported above and reasonable efforts and search were made to trace the books and reported upon.

Note: Confirmation in this regard has been taken from the Librarian. (Appendix - XIX, P. No. 162)



FC/MIN/33/14

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

No additional Agenda items were placed in the meeting.

The meeting ended with vote of thanks to the Members and to the Chair.



[Nishant Sinha]

Member-Secretary, FC & Finance Officer, NIEPA



(Prof. Sudhanshu Bhushan)

Chairperson, FC & Vice-Chancellor (In-charge), NIEPA