## INFLIBNET CENTRE, Infocity, Gandhinagar (An Inter-University Centre of the UGC)

11<sup>th</sup>March, 2017

Minutes of the 25<sup>th</sup>Meeting of the Finance Committee of INFLIBNET Centre held on Friday, the 10<sup>th</sup> March, 2017at UGC main office, New Delhi - 110002

#### Members present

Mr. P K Thakur

Dr. Jagdish Arora

Mr. Yatrik R Patel

Mr. Harish Chandra

Finance Adviser, UGC, New Delhi

Director, INFLIBNET Centre

Scientist D (CS), INFLIBNET Centre

Administrative

Officer&Non-Member

Secretary

#### Invitee

Dr. (Mrs) Manju Singh

Jt. Secretary UGC (IUC/MC) & Bureau Head

Dr. Jaspal Singh Sandhu, Secretary UGC and Dr. R K Chadha former Addl Secretary Lok Sabha could not attend the meeting due to his prior commitments.

Dr. Jagdish Arora, Director INFLIBNET Centre extended a warm welcome to the members. Members introduced themselves to each other. Dr. JagdishArora then requested Mr. Harish Chandra, Administrative Officer to take up the agenda items.

1. Confirmation of the Minutes of 24th Meeting of the Finance Committee held on 22<sup>nd</sup> July, 2016at India International Centre, New Delhi

The Minutes of the 24<sup>th</sup>Meeting of the Finance Committee held on22<sup>nd</sup> July, 2016at India International Centre, New Delhi were confirmed as circulated since no comments were received from the members.

2. Action Taken on the Decisions Made during the 24<sup>th</sup>Meeting of the Finance Committee held on 22<sup>nd</sup> July, 2016 at India International Centre, New Delhi

Mr. Harish Chandra, Administrative Officer briefed the members on the actions taken on decisions made during the 24<sup>th</sup>Meeting of the Finance Committee as given below:

- 2.1. Minutes of 24<sup>th</sup> Meeting of the Finance Committee duly approved by the Vice Chairman, UGC were circulated to the members.
- 2.2. Approved minutes of the FC were sent to the UGC with a request to allocate and sanction funds required as per the revised budget. Centre has been exercising austerity measures keeping expenses within the allocated limits of

the allocated budget.

- 2.3. Centre submitted the revised updated replies to the C & AG audit report for the F. Y. 2014-2015. However, the paras on account of update of Bye-laws, filling up Administrative positions and fixation of pay of AO are outstanding.
- 3. Presentation of the Revised Budget Estimates for the F.Y. 2016-2017& B.E. for the F.Y. 2017-2018

Mr. Harish Chandra, Administrative Officer, presented the revised budget estimates for the 2016-17& B. E. for the F. Y. 2017-2018

After detailed discussions and deliberations, members noted that the budget provides for the expenditureon its activities including establishment expenditures, organization of workshops and trainings, awareness programme, conferences / conventions, union database creation, Shodhganga, maintenance of building, operational requirement, procurement of furniture and fixtures and scientific equipment, etc. Members opined that the projections for further period shall be kept within the reasonable increase only and the miscellaneous receipts shall also be reflected with estimates of expenditureand recommended the following budget estimates.

3.1 Presentation of the Actual Expenditure for the Financial Year 2016 -17, 3<sup>rd</sup>Quarter of the F. Y. 2016 -17 and Budget Estimates for the Financial Year 2017 – 2018

#### 3.1.1 Budget Break-Up of the Centre's (Non-Plan)

Head of Accounts	Actual Expenditure for F.Y. 2015- 2016	Budget Allocation for F.Y. 2016-2017	Actual Expenditure for April, 16 to December, 16	Budget Estimates for F.Y.2017- 2018
REVENUE ACCOUNTS	-	,		
Establishment Exps.		,		
Salary:-*				
i) Existing Staff	298.85	378.00	228.36	435.00
ii) Provision for Vacant posts to be filled up	0.00	0.00	0.00	20.00
Staff Loans :-	и, —	_		8
i) Scooter/Motor cycle	0.00	1.00	0.90	0.00
ii) Car Loan	0.00	0.00	0.00	0.00

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iii) H.B.A.	0.00	0.00	0.00	0.00
Travel				
i) Domestic	3.19	4.00	3.14	5.00
ii) Foreign	0.00	1.00	0.68	1.00
Maintenance of	17.80	4.00	3.59	10.00
Office				
Buildings/hostels			*	
Office Expenses	186.15	147.00	116.68	160.00
Recruitment	1.88	0.10	0.10	0.50
Expenses				
Consumable Store &	2.62	8.00	6.06	8.00
Spares				
Maintenance of	3.90	2.50	1.46	10.00
Office Equipment	4	9		
Staff welfare	0.59	1.50	1.04	1.50
Hiring of Expert /	4.20	5.50	3.94	5.50
Consultants				
Sub Total : A	519.18	552.60	365.95	656.50
Training/Conference/ Seminars	29.19	15.00	11.73	18.00
Network Services	2.82	1.00	0.27	1.50
and Facilities at	6	1		
Centre (BSNL etc.)			,	
Library Services at	2.60	0.40	0.29	4.00
Centre	*			
Sub Total : B	34.61	16.40	12.29	23.50
Total of Non-Plan	553.79	569.00	378.24	680.00

# 3.1.2 BUDGET BREAK-UP OF PLAN

(Rupees in Lakhs)

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Head of Accounts	Actual Expenditure for F.Y. 20 15-2016	Budget Allocation for F.Y. 2016- 2017	Actual Expenditure for April, 16 to December, 16	Budget Estimates for F.Y.2017- 2018
CAPITAL ACCOUNTS	35.85	518.00	8.44	518.00
Total of Capital Accounts	35.85	518.00	8.44	518.00
E-Shodhsindhu**	6879.90	23500.00	19225.95	36000.00
Electronic Thesis and Dissertations (ETD) in universities (Shodhganga)	54.35	150.00	33.70	150.00
Institutional Building construction	347.27	0.00	0.00	192.40

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Total of Plan	7317.37	24,168.00	19268.09	36,860.40
Total Non Plan	553.79	569.00	378.24	680.00
Grand Total (Non-Plan + Plan)	7871.16	24,737.00	19,646.33	37,540.00

<sup>\*</sup>The necessary budget required to meet the expenses on account of implementation of the 7<sup>th</sup> Pay Commission Recommendations have been included.

#### 4. Appointment of Statutory Auditors for F.Y 2016-2017

Members after a brief discussion and deliberations recommended the appointment of M/s. T. N. Shah & Co., Gandhinagar as the statutory auditors for auditing the accounts of the Centre for a period of the F.Y. 2016-2017.

#### 5. Writing-off of Security Deposit paid to the Government Department

Members after a brief discussion and deliberations recommended the write off of the Security Deposits of Rs. 9,008/- paid to Department of Telecommunication for Telex connection during the F.Y. 1993-94.

# 6. Briefing on the Updated Replies on the Audit Queries by the Auditors of the Comptroller & Auditor General (C&AG) of India for the F. Y. 2015-2016

Mr. Harish Chandra, Administrative Officer, briefed the members about the comprehensive test audit carried out by the Auditors of Comptroller & Auditor General of India during their visit to the Centre from 18.07.2016 to 01.08.2016. Members noted that Centre furnished appropriate updated revised replies to the audit report. Members opined that Centre shall comply with the observations made in the Audit Report.

### 7. The Replies furnished to Internal Audit Wing of UGC for the F.Y. 2015-2016

Mr. Harish Chandra, Administrative Officer, briefed the members about the audit carried out by the Auditors from Internal Audit Wing of UGC for the financial years 2014-2015 & 2015-2016 during their visit to the Centre during the period from 17.10.2016 to 21.10.2016. Members noted that Centre furnished appropriate replies to the audit paras. Members opined that Centre shall comply with the observations made by the audit.

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<sup>\*\*</sup>UGC Infonet Digital Library Consortium, INDEST – AICTE and N-LIST have been submerged in to E- Shodh Sindhu vide MHRD notification F. No. 16-23/2014-TEL dated 01.12.2015. Same is now MHRD project funded by MHRD henceforth.

# 8. Payment of DA w.e.f. 01.07.2016Increased from 125% to 132%

Members, after brief discussions, noted the payment of dearness allowances to the employeesas per GOI circulars.

Meeting ended with the vote of thanks to the chair.

(Harish Chandra)

Administrative Officer (PA&F) Non-Member, Secretary, FC

(Dr. Jagdish Arora)

Director, INFLIBNET Centre

(P K Thakur)

Financial Adviser, UGC

(Nominated by the Chairman, UGC to represent Vice Chairman, UGC)



# INFORMATION AND LIBRARY NETWORK CENTRE

(An Inter-University Centre of UGC) Infocity, Gandhinagar

25<sup>th</sup> Meeting of the Finance Committee Friday, 10<sup>th</sup> March, 2017 at Conference Room, UGC, New Delhi

#### **Attendance Sheet**

S.No.	Name	Status	Signature
1.	Prof. (Dr.) Jaspal Singh Sandhu Secretary University Grant Commission		
1 2.	Mr.P.K. Thakur Financial Advisor University Grant Commission [Member]		Pomez:
ν <sub>3.</sub>	Dr. (Mrs.) Manju Singh Joint Secretary (IUC) & Bureau-Head University Grant Commission [Member]		Majish
<b>4</b> .	Dr. Jagdish Arora Director, INFLIBNET Centre [Member]		Server!
5.	Dr. R K Chadha Former Addl. Secretary (Lok Sabha) [Eminent Librarian]		
<b>4</b> 6.	Sh. Yatrik R Patel Scientist-D (CS) INFLIBNET Centre [Senior professional staff of the Centre]		y tit
<b>5</b> 7.	Mr. Harish Chandra Administrative Officer (PA&F) INFLIBNET Centre [Member Secretary]	N-Member Secretary	THY V
8.			. ·
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