

**Resolutions of the 5th Meeting of the Finance Committee of Indian Institute of
Information Technology, Kalyani held on Thursday, September 25, 2023, at 3.00 pm
through Video Conference**

The following members were present:

1.	Prof. Santanu Chattopadhyay Director, IIIT Kalyani	- Chairman
2.	Shri Anil Kumar, Director (Finance), Dept. of Higher Education, MoE, Govt. of India	- Member
3.	Shri Hari Pada Purkait, OSD & Ex-Officio Financial Advisor attached to the IT&E Department, Govt. of West Bengal	- Member
4.	Shri Swarup Brahma, Vice President [NWD, E-Waste Mgt., Admin & CPR], West Bengal Electronics Industry Development Corporation Limited	- Member
5.	Dr. Muruganantham Ponnusamy, Deputy Registrar, IIIT Kalyani	- Secretary

Chairman welcomed the members present in the meeting.

Point wise discussion on the agenda items started and the following decisions were taken.

Item No. 1: Confirmation of the of the Third Finance Committee meeting minutes

As no comments have been received on the circulated minutes of the 3rd Finance Committee meeting held on January 19, 2023 the minutes were confirmed.

Item No. 2: Action taken report on the resolution of the Third Finance Committee meeting

Committee was apprised about the actions taken on the resolutions adopted in the Third Finance Committee meeting. Following the resolutions, letters have been sent to the State Government and M/s Rolta Foundation.



Item No. 3: Confirmation of resolutions of the Fourth Finance Committee via circulation

The resolutions of the 4th Finance Committee held via circulation on August 9, 2023 were confirmed.

Item No. 4: Director's Reporting

Director informed that the status of construction, fund, cash flow will be discussed as part of agenda items and started discussion on the same.

Item No. 5: Status report on construction of new campus of the Institute


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Chairman

The committee was apprised about the current status of construction and fund for the construction. The committee advised the institute to follow up with the CPWD for getting the campus by 31st December, 2023. Processing of clearances from the local bodies (such as, Fire, Water, Electricity etc.) should be taken up immediately to meet the delivery date.

Item No. 6: Fund status of IIIT Kalyani

The detailed fund status (recurring and nonrecurring) of the institute was presented. The institute is advised to send remaining fund requests to the State Govt. and M/s Rolta Foundation.

Item No. 7: Persistent irregularities highlighted through Separate Audit Report – IR 2021-22 Retirement Benefits

The committee was apprised that the Institute has commenced Retirement Gratuity Provision with LIC for all its eligible employees as per the Gol norms. The committee noted the response given to the CAG and that the next audit will verify the compliance.

Item No. 8: Persistent irregularities highlighted through Separate Audit Report – IR 2021-22 Leave encashment.

The committee was apprised that the BoG has approved the leave encashment of its permanent employees. The service books of the employees need to be ready for getting the balance earned leave details. After finalising leave details, the process will be taken up. The committee noted the response given to the CAG and that the next audit will verify the compliance.

Item No. 9: Persistent irregularities highlighted through Separate Audit Report – IR 2021-22 Schedule 3C - Format.

The committee was apprised that Schedule-3C will be maintained as per the prescribed format given by the MoE from the current financial year i.e., F.Y. 2023-24. The committee noted the response given to the CAG and that the next audit will verify the compliance.



Item No. 10: Objection in IR: 2021-22/160 para 2.1 Part 2(B) Improper payment of Honorarium of Rs. 36,000/-

The committee noted the response given to the CAG and that the next audit will verify the compliance.

Item No. 11: Objection in IR: 2021-22/160 para 2.2 Part 2(B) Irregularities in allowing HRA exemption

The committee noted the response given to the CAG and that the next audit will verify the compliance.

Item No. 12: Objection in IR: 2021-22/160 para 2.3 Part 2(B) Avoidable expenditure on advertisement of Rs 25,978/-


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The committee noted the response given to the CAG and that the next audit will verify the compliance.

Item No. 13: Objection in IR: 2021-22/160 para 2.4 Part 2(B) Irregular reimbursement towards purchase of Air Tickets from private agency

The committee noted the response given to the CAG and their reply. The committee suggested the institute to approach appropriate authority to approve the purchase of air ticket through private agency as one time exemption, as the Air Travel was taken up by the Director at the last moment after the appointment was fixed with the Secretary, MoE.

Item No 14: Objection in IR: 2021-22/160 para 2.5 Part 2(B) Less-deduction of TDS amounting Rs 1,718/-

The committee noted the response given to the CAG and that the next audit will verify the compliance.

Item No 15: Objection in IR: 2021-22/160 para 2.6 Part 2(B) Short payment of minimum wages of Rs. 38.99 lakh

The committee noted the response given to the CAG and that the next audit will verify the compliance.

Item No 16: Persistent irregularities highlighted through Separate Audit Report – IR: 2020-21/86 2018-19 II(B) 2.1 Excess payment on Guest Faculty Remuneration amounting to Rs.9.12 lakh

The committee noted the response given to the CAG and that the next audit will verify the compliance.

Item No 17: Persistent irregularities highlighted through Separate Audit Report – IR: 2020-21/86 2018-19 II(B) 2.2 Blockade of fund amounting to Rs.22.77 Lakh.

The committee noted the response given to the CAG and that the next audit will verify the compliance.

Item No. 18: Persistent irregularities highlighted through Separate Audit Report – IR: 2020-21/86 2018-19 II(B) 2.3 Wasteful expenditure of Rs.6.25 lakh due to idling of DG Set

The committee was informed that the institute tried to dispose of the DG Set and the auction notice was posted twice on GeM portal but no bidder participated. It has also been published for scrap disposal in GeM & CPPP Portal again. The committee noted the response given to the CAG and that the next audit will verify the compliance.

S. Chattopadhyay
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Item No. 19: Persistent irregularities highlighted through Separate Audit Report – IR: 2021-22/138 2019-21II(B) 2.5 Irregular pay fixation of Assistant Registrar

The committee was informed that, reply from the ministry regarding the same has been received vide letter no. F. No. 58-1/2014-TS. I (pt.) dated December 29, 2022 and that the ministry has instructed to follow the recommendations of the Finance Committee and the matter is already approved by the Finance Committee, hence, the irregularities may be regularised. The committee noted the response given to the CAG and that the next audit will verify the compliance.

Item No. 20: Objection in IR: 2021-22/138 (2019-21) para 2.6 Part II(B) Irregular maintenance of Register

The committee noted the response given to the CAG and that the next audit will verify the compliance.

Item No. 21: Objection in IR: 2021-22/138 (2019-21) para 2.7 Part II(B) Physical verification of assets regarding

The committee noted the response given to the CAG and that the next audit will verify the compliance.

Item No. 22: Various accounts opened in Bank

The committee noted the bank accounts currently available with the institute.

Item No. 23: Tax Exemption certificate for Institute - section 10(23C)(vi) from A.Y. 2022-23

The committee recommended the appointment of a consultant for acquiring the permanent certification in this regard.

Item No 24: Appointing a firm for Asset verification

The committee recommended the appointment of a CA firm as a onetime measure for asset verification. Afterwards, it should be carried out by the institute itself.

Item No. 25: Reimbursement of expenditure in foreign currencies


The committee ratified the policy of reimbursement of payments made through SBI. For non-SBI payments, the committee recommended reimbursement of the amount not exceeding the total expenses for the similar amount of foreign currency transfer through SBI on the day of transaction.

Item No. 26: Medical facilities to the JRF/SRF with project funding

The committee recommended the reimbursement of medical expenses at CGHS rates, only for the projects having sanction for the medical reimbursements from the sponsoring agency.

Item No. 27: Direct purchase instead of tender to caterer in students' event for Rs 70000


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The committee ratified the expenditure made and recommended the same to the Board for approval.

Item No. 28: Non invoice & Double mobile/internet connection – claim payment recovery complaints

The committee has asked institute to follow the previously approved decision to reimburse one mobile and one broadband connection against GST bills only. The complaints of Dr. Uma Das and Dr. Imon Mukherjee in this regard have been nullified.

Item No 29: Creation of SRIC corpus fund with SRIC overheads

The committee recommended creation of separate corpus fund with SRIC overheads. However, it is suggested that while placing the item to the Board, the purposes for which the amount may be spent be clearly specified.

Item No. 30: Extending CPDA to faculty members on probation

The committee noted and instructed to follow the CPDA norms of IIIT Bureau strictly which does not allow CPDA expenditures by the faculty members on probation.

Item No. 31: Fixing taxi fare for Kalyani to Kolkata Airport

The committee advised the institute to follow the rates given by the Transport Department of the State Government.

The meeting ended with thanks from and to the Chair.


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