

DTU



Delhi Technological
UNIVERSITY

DELHI TECHNOLOGICAL UNIVERSITY

**Minutes
of the
First meeting of the
Finance Committee**

DTU Campus, Shahbad Daulatpur, Bawana Road, Delhi

DELHI TECHNOLOGICAL UNIVERSITY

(formerly DELHI COLLEGE OF ENGINEERING)
GOVT. OF NCT OF DELHI

Shahbad Daulatpur, Bawana Road, Delhi

F.No.8/DTU/OSD/FC/09/004

Date : 21.11.2009

MINUTES OF FIRST MEETING OF FINANCE COMMITTEE HELD ON 21.11.2009

The first meeting of the Finance Committee was held on 21.11.2009 at 11:00 AM in the Senate Hall of the University. The following were present:

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|--|----------|
| 1. Prof. P.B. Sharma, Vice Chancellor, DTU - | Chairman |
| 2. Dr. R.S. Nigam, | Member |
| 3. Sh. V.K. Jain, Addl. Secretary, TTE
(Authorised by Secretary, TTE) | Member |
| 4. Sh. O.P. Shukla, OSD, DTU / Registrar, Incharge | Member |
| 5. Sh. A.K. Sharma, Sr. AO/Dy. Registrar (A/c), Incharge | Convenor |

Sh. J.P. Singh, Principal Secretary Finance could not attend the meeting due to his pre-occupations. Dr. (Mrs.) Pratima Bose could also not attend the meeting due to her being out of Delhi. Dr. K. Singh, AO/Joint Registrar (I/C) attended the meeting as a special invitee.

Item No. 1 Chairman Opening Remarks

At the outset the Vice Chancellor, Prof. P.B. Sharma, Chairman of Finance Committee introduced the members of the Finance Committee present in the Meeting. A brief on the powers and functions of the Finance Committee was also presented by the Chairman. The Chairman also briefed the Committee about on-going activities and programs in the DTU and thanked the members for sparing their valuable time to attend this



meeting. It was also informed to the Committee that Sh. J.P. Singh, the new Principal Secretary (Finance) was very keen to attend the meeting but due to his pre-occupations he could not join the meeting.

The Members of the Committee placed their high appreciation of Shri. V.V. Bhat, the outgoing Member of the Finance Committee and also the outgoing Member of the Board of Management for his excellent support and contributions to the establishment of the University and its subsequent functioning.

Item 2

(i) Transfer of balances from principal, DCE-PLA Account to the University Account in the name of "Registrar DTU-Receipts Accounts".

The Committee was informed that the PLA Account was being operated by PAO XI for the erstwhile DCE in which the security deposits of the students were deposited. Upon reconstitution of the erstwhile DCE into DTU, the credit balance as on date for Rs. 2,28,32,526/- in the above said account with the PAO XI (Annexure-I) is proposed to be transferred in the newly opened account in the name of Registrar DTU-Receipt account.

Decision : The Finance committee approved the proposal.

(ii) Expenditure upto 31/10/2009 under plan/non-plan.

The erstwhile DCE has been allotted budget of Rs. 16 crores (revenue) and Rs. 3 crores (Capital) under plan and Rs. 17.78 crores under non-plan for the current financial year 2009-10. Upon reconstitution of DCE into DTU the Budget Estimates for the erstwhile DCE have been adopted as the Budget Estimates for DTU at the first meeting of the Board of Management held on 26.09.2009. The Committee was informed that the expenditure upto 31/10/2009 under plan and non-plan has been incurred as given in Annexure II of Agenda Notes of the first meeting of the Finance Committee. The summary of expenditure is as follows:



Head of account	Budget Allotted	Expenditure	till
31.10.2009			
1. Plan. (Rev+Cap)	19.0 crores	10.17 crores	
2. Non-Plan	17.78 crores	12.30 crores	

Decision : The Finance Committee received the information and ratified the same.

(iii) Status of NGF account of DCE and its transfer in the name of Registrar, DTU.

The Committee was informed that the PLA account (NGF) was being operated in erstwhile DCE in the name of Principal / Director DCE S/B A/c no 10704860791 on account of day to day transaction related to expenditure on students.

As per bank reconciliation statement the status of credit balance in this account as on 12/11/2009 is as under

- (i) Credit balances as on 12/11/2009 Rs. 5,94,33,233.37 (Annexure III)
- (ii) FDRs in hand Rs. 8, 63, 00,000/-
- Rs. 2, 19,000/- Rs. 8,65,19,000/- (Annexure IV)
- Total : Rs. 14,59,52,233.37

In this regard it is submitted that accounts have been reconciled with the bank upto 30/06/2009 and the reconciliation of account from July onward is in progress. As such exact balances can be ascertained only after clearing of the cheques issued. Now that the DCE has been reconstituted as DTU, it is proposed to transfer the balance of this account in the name of the account "Registrar DTU-Receipts Accounts" with SBI, DTU Branch.



Decision : The Finance Committee approved the proposal. It was further decided that a corpus fund for DTU be created and a sum of Rs. 10 crores from this account be transferred into "DTU CORPUS FUND" account. It was further decided that the interest to be accrued from the Corpus Fund should be utilized by the University. The Corpus fund will be operated jointly by the Registrar and DDO of the University. The Finance Committee desired that the detailed guidelines for operation of the DTU Corpus Fund account be formulated and presented at the next meeting of the Finance Committee for approval.

(IV). Sanctions issued for Capital works during the period July 15 to 31/10/ 2009.

The Committee was informed that the construction of new buildings, additions / alterations/ renovation of existing buildings, maintenance of roads, parks and electrification work was being carried out for the erstwhile DCE by PWD and the budget allotted by the Govt. of NCT Delhi for capital head is being utilized through the PWD which has its unit at DTU. Now with the reconstitution of DCE into DTU, the DTU shall set up its own Building and Works Unit. However, till such time that a separate unit is set up by the University for the construction and maintenance of the University campus, the existing unit of the PWD shall continue to execute the construction, maintenance and renovation work of the University from the Budget earmarked in the BE for the financial year 2009-10. As such the A/A and E/s being issued by the DTU for capital works are being carried out by the PWD. The upto date detail of budget allotted, expenditure incurred and sanctions issued for the capital works upto 31/10/2009 is as per the Annexure V in the Agenda Notes. The summary of the expenditure incurred and sanctions issued is given below:

Budget Allotted (Capital)	Expenditure incurred	sanctions issued
300.00 Lac	174.95 Lac	287.21 Lac



Decision : The Finance Committee received the information and ratified the decision to utilize the capital budget through the PWD unit in the campus till a new unit is created by the University for such works.

Item 3 Creation of 25 Teaching-cum-Research Fellowships

The Finance Committee was informed that erstwhile DCE now DTU is required to keep pace with research beyond teaching at UG /PG level and provide leadership in bringing culture of innovation and research at all levels of academic activities. It has already exhibited its high potential of innovation and research which have resulted into the design and development of over a dozen innovative products and over half dozen of focused R&D thrust areas in various domain of applied science and engineering departments. Institution of 25 fellowships for full time Ph.D. students under erstwhile DCE has indeed been of great help in maintaining high quality of research publication as well as in exhilarating the growth of research culture at erstwhile DCE. Therefore, it has become necessary to enhance similar multi tier positions with inbuilt requirement of doing high quality research in the academic institution like our university.

In view of the above, there is a need to create teaching cum research fellowship (TRF) to further strengthen ongoing research activities as also to strengthen the teaching-learning environment in various departments of the university. Each Teaching cum Research Fellow will be allowed to be enrolled for a full time Ph.D program and will take 10 hours per week of teaching load at B. Tech / M. Tech level. This will strengthen both research and teaching activities of the academic departments and will also attract better quality of researchers at the University in-as-much-as the candidate will be getting exposure of doing research and experience of teaching at the University.

It is, therefore, proposed to create twenty five (25) Teaching-cum-Research Fellowships, each TRF selected by the University shall continue



to work as TRF for a maximum of four years duration and will be entitled for Rs. 20,000/- (P.M.) + a contingent amount of Rs. 20,000/- p.a. in the first two years and Rs. 25,000/- (P.M.) + Rs. 25,000/- p.a. in subsequent two years, as fellowship under this scheme subject to periodic reviews, preferably every six months, of the research work and performance in teaching by the University Level Committee to be set up by the Academic Council. The approximate annual expenditure towards the payment of fellowship will be to the tune of Rs. 55-60 lakhs p.a. The budget provision for the above shall be met from the Annual Plan of the University for 2009-10 and further from the subsequent Annual Plans of the University.

The total annual financial implication will be to the tune of Rs. 60 Lac per annum and for this current financial year will be Rs. 15 lac if recruitment is finalized by the end of December 2009.

Decision : The Finance Committee approved the creation of 20 TRF (Doctoral), with Rs 20,000/- per month remuneration and contingency as proposed for the first 2 years and Rs 25,000/- per month for the 3rd year with contingency as proposed in the agenda. The extension for the fourth year should be given on the basis of the performance assessment by departmental research committee constituted by Vice Chancellor. The finance committee also approved creation of 5 TRF (post-doctoral) for which the remuneration of Rs. 25,000/- per month for first 2 years be paid along with contingency as proposed in the agenda. The extension for the 3rd year should be given on the basis of the performance assessment by Department Research Committee constituted by the Vice Chancellor.

Item 4 Delegation of Financial powers

The Finance Committee was informed that after reconstitution of erstwhile DCE as Delhi Technological University, the financial matters of the University are to be regulated as per the financial power delegated to various authorities /functionaries responsible for administering the management of the university. As per Delhi Technological University Act, 2009, Sub-section 2



(iii) of Section 23, all the financial powers to incur expenditure on various items of activities/purchases of equipments etc are conferred with the Board of Management. At present the expenditure is being incurred as per the financial powers delegated to the head of department by the Govt. of Delhi. To confirm with the requirement of the University system a draft with regard to delegation of financial powers to the Vice-Chancellor, Registrar, Controller of Examination, Dean (IRD) and Heads of the Departments have been prepared by the University taking into consideration the powers delegated to similar authorities in GGSIP University. The detailed proposal for the delegation of financial powers was placed before the Committee as per Annexure VI of the agenda notes.

Decision : The finance committee has approved the proposal for delegation of financial power with minor modifications. The approved DFP is attached.

Item 5 Creation of posts for the Guest House and Caretaking Units

The Finance Committee was informed that the proposal is regarding creation of Twelve (12) posts (3 caretakers, 1 cook, 4 attendant for Guest house and 1 Sr. Caretaker & 3 Jr. Caretaker in care taking unit) in erstwhile DCE now DTU for the smooth functioning of Guest House & Care Taking Unit.

The matter, along with the justification, was earlier referred to AR Deptt. Govt of Delhi for carrying out the staff work study, but the same was returned back with certain observations. The requisite information was further compiled as desired by AR Department and the file was resubmitted to DTTE for onward transmission to AR Deptt. Govt. of NCT of Delhi. With the reconstitution of DCE into DTU by Delhi Act 6 of 2009, the proposal has been returned to the university for further action, the



Board has the power to create posts as per the requirements under section 7 read with section 23 of the DTU Act, 2009.

Guest House The guest house is housed in the campus and is being used by the visitors/experts coming to the university from different areas for attending seminars/workshops, conferences & other academic activities. It has 8 fully furnished rooms, 4 on the Ground floor & 4 on the First floor. Besides it has a dinning hall, common-room, kitchen and beautiful lawn full of greenery surrounding main building of the Guest House. The Guest House is lacking man power as no staff was sanctioned for the management of the Guest House during all these years. It is being presently managed with the help of faculty members who is incharge of the Guest House, Chief Store Keeper (additional Charge) and security personnel hired from the security agency. It does not have any full time staff who could take care of Guest House and could maintain relevant record of visitors, payment collected there from and attendants who could provide services to the guest during their stay in the Guest House. The Guest House needs staff round the clock to entertain the visitors as well as to maintain official records and inventories of the stores kept there for usage of guests.

In order to provide better services, besides upkeep the store which has been kept in the Guest House for use of visitors, consumable ties, required for daily use in kitchen, it is necessary that it should be equipped with necessary man power who could be assigned with responsibility of its maintenance store upkeep and accounting of Guest House charges. Accordingly, it is proposed that following posts be created for the Guest House:



Sl. No.	Name of Post	No. of Post	Pay Scale (Pre-revised)
1.	Care Taker	1	Rs. 4,500-7000
2.	Cook / Chef	1	Rs. 3,045-4,590
3.	Attendant	4 (3+1) 1 each for three shift and 1 leave reserved	Rs. 2550-3200
	Total	6	

Care Taking Unit: The erstwhile DCE has been sanctioned 2 posts of Care taker: 1 care taker (Sr. scale) & 1 care taker (Jr. Scale) in the scale of Rs. 4500-7000/- & Rs. 4000-6000/- (PR). These 2 posts were created decades back when the erstwhile DCE was located at Kashmere Gate, Delhi. After the shifting of campus in the year 1996 to the present site having an area of 163 acres, the campus presently comprises of large no. of buildings namely :-

Institution complex: - The Administrative Block & Academic block (Electrical, Electronics & Communications, Computer and Civil Engineering Department) Mechanical, Production Engineering Block and Science Block.

Other buildings: - PWD Office, Health Center, Gate House, Wind Tunnel Building, Auditorium.

2 care takers sanctioned for the erstwhile DCE are unable to provide proper service to the departments and administrative units and also maintain inventory of such a large campus & therefore required necessary man-power support for carrying out day to day activities of the units/department in an efficient manner.

With a view to strengthen care taking unit whose work has further enhanced after reconstitution of DCE into DTU and also to look into as well as to provide repair and maintenance of fixed furniture and store



related to students and departments, It become necessary to increase the number of posts for Care Taking Unit commensurate with the work requirement of the new campus. As such the university needs a minimum of 6 care takers for maintenance and upkeep of the store/buildings and also to coordinate with the PWD and Govt. agencies.

Accordingly it is proposed to create 4 posts of care takers (1 in Sr. Scale & 3 in Lower Scale) to meet the basic requirements of the university. The details of the posts required to be created for the care taking unit is as follows:-

S. No.	Name of Post	No. of Post available	Additional posts required to be created	Pay Scale (Pre-revised)
1.	Senior Care Taker	1	1	Rs. 4500-7000/-
2.	Care Taker	1	3 (2 for Academic Blocks and 1 for Hostel Blocks)	Rs. 4000-6000/-
	Total		4	

The proposal for creation of posts has been incorporated in the plan scheme "Strengthening of hostel and General Administration" and the relevant budget provision shall be made available in the ensuing annual plan 2010-11 to meet the expenses under Plan scheme.

Financial Implications: The financial implications involved in creation of above-mentioned posts has been worked out which are placed as below:-

S. No.	Name of Post	No. of Post	Total Emoluments as per new scales per year	Remarks
1.	Senior Care Taker	01	Rs. 1,79,256/-	For Care Taking Unit
2.	Care Taker	01+03	Rs. 06,05,408/-	One For Guest House and Three for Care Taking Unit



3.	Cook / Chef	01	Rs. 1,42,908/-	For GUEST House only
4.	Attendant	04	Rs. 4,66,128/-	-do-
	Total		Rs. 13,93,700/-	

Decision : The Finance Committee approved the proposal for the creation of posts for the Caretaking Unit and the University Guest House with the stipulation that the cook / chef and attendants in the guest house be appointed on contractual basis.

Item 6

Grant of replacement scale to Chief Store Keeper and Deputy Administrative Officer as recommended by the 5th pay commission in Part-B of the report to the Government employees' w.e.f. 01.01.1996

The Finance Committee was informed that the matter relates to grant of replacement scale to Chief Store Keeper and Deputy Administrative Officer w.e.f. 01.01.1996 as recommended by the 5th pay commission in Part-B of their report. The pre revised pay scales of the above mentioned two posts and the pay scales recommended in Part-A and Part-B of the report for similar posts of the 5th Pay Commission are given as under:

S. No.	Name of the Post	Old Scale of Pay	Revised Pay Scale (Part-A)	Revised Pay Scale (Part-B)
1.	Chief Store Keeper	Rs. 425-700	Rs. 4500-7000	Rs. 5000-8000
2.	Dy. Admn. Officer	Rs. 2375-3500	Rs. 7450-11500	Rs. 7500-12000

All the staff and the officers forming larger cadres were given the pay scales recommended in Part-B of the 5th pay commission report by the Government of NCT of Delhi at later stage w.e.f. 01.01.1996, but the officers holding the post of Chief Store Keeper and Deputy Administrative



Officer were deprived of the benefit because their cases could not be taken up by the erstwhile DCE in time like other large cadres viz. DASS and Accounts. The officers holding the above two posts in the erstwhile DCE were aggrieved due to delay on part of erstwhile DCE to take up the matter with the Government. The relevant extracts of the report relating to Part-B of the 5th pay commission report are placed as Annexure VII.

To bring the parity in the pay scales, the matter was taken up by the erstwhile DCE in the month of January, 2004 with the Department of Training & Technical Education with the request that the Chief Store Keeper and Deputy Administrative Officer should also be considered for the grant of the pay scales, recommended in the Par-B of the report. Several reminders dated 09.05.05, 05.07.05, 16.12.05 and 17/04/06 were sent to the Admn. Department. The Admn. Deptt informed that the main file, sent earlier, have got lost during transmission and asked the erstwhile DCE to submit a fresh proposal. Accordingly, matter was resubmitted to Admn. Deptt on 14.11.2006, for submitting to the Finance Department for consideration.

Finance (Exp.) Department vide their note dated advised the Admn. Deptt. to take action as per instructions issued vide FD's communication dated 01.12.06 and the case was sent back to DCE. Accordingly, the matter was submitted to the 6th CPC also from the level of the erstwhile DCE vide its letter, dated 25.01.2007 (Annexure VIII). The 6th Pay Commission had invited the then Director, DCE & TSA representatives for meeting on 15.03.2007, which was attended by the Administrative Officer and representatives of the Staff Association of the institute. All relevant points were before the Commission to which they were quite considerate and asked to provide some more information, which was provided to the Commission vide this office letter dated 04.04.2007 (Annexure IX)



In the mean time the matter was again taken up with the Finance Department who observed that the "6th Pay Commission Report was expected and the department should, therefore, take up the matter once the Revised Pay Rules is out".

It is pertinent to mention for information of the Board that nothing has been mentioned in the report of the 6th CPC either in relation to grant of replacement scale to the post of Chief Store Keeper and Deputy Administrative Officer or about any staff of erstwhile Delhi College of Engineering now DTU.

The grievances of both the cadres still persist. In view of this, the case, was again submitted to the Deptt. Trg. & Tech. Education for taking it up with the Finance Department as per Para-B of the 5th CPC, as given here under:

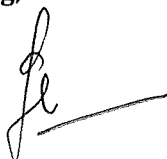
S. No.	Name of the Post	Old Scale of Pay	Revised Pay Scale (Part-A)	Revised Pay Scale (Part-B)
1.	Chief Store Keeper	Rs. 425-700	Rs. 4500-7000	Rs. 5000-8000 w.e.f. 01.01.1996
2.	Dy. Admn. Officer	Rs. 2375-3500	Rs. 7450-11500	Rs. 7500-12000 w.e.f. 01.01.1996

The matter was returned by the Department of TTE without further action due to reconstitution of erstwhile DCE as DTU.

Decision : The Finance Committee approved for grant of revised pay scale to chief store keeper and Dy. Administrative Officer as proposed with effect from 1.1.2006.

Item 7
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Adoption of Central Government New Pension Scheme, 2004 implemented from 1.1.2004 for the employees who joined w.e.f 1.1.2004 in erstwhile DCE and also for the employees being presently by the University on its formation.



Finance Committee was informed that consequent upon conferment the autonomous status to the newly established Delhi Technological University vide Delhi Act 06, 2009, It is proposed to adopt new pension scheme 2004 in respect of erstwhile DCE employees who entered in Govt. service w.e.f. 01/01/04 and DTUs employees. The erstwhile DCE employees were subscribing to new pension scheme 2004 prior transferring to DTU.

It is submitted for consideration by the Finance Committee for onward submission to the Board of Management for approval.

Decision : The Finance Committee deferred the proposal and constituted a committee under the Chairmanship of Prof. R.S. Nigam, Former Director, Delhi School of Economics with other members as Sh. O.P. Shukla Registrar, (I/C), DTU, Sh. S.N. Shukla, Controller of Accounts, Govt. of NCT of Delhi and Shri. A.K. Sharma, Sr. Accounts Officer, DTU. The matter may be placed in next meeting of Finance Committee.

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Item 8

Adoption of Existing norms of remuneration payable to Guest Faculty engaged on hourly basis/regular faculty/technical and Library staff for imparting theory and practical instructions for day and evening programs i.e. BE/B.Tech/B.Tech.(Part Time)

The Finance Committee was informed that remuneration was being paid to guest faculty/regular faculty/technical and supporting staff of the erstwhile DCE for conducting part time (day/evening) classes at the rates and norms duly approved by the Finance Department, Govt of NCT Delhi. (Annexure X)

It is proposed to adopt the same rates and norms for the employees being presently appointed by the university on its formation as is being paid to the employees of erstwhile DCE.

It is submitted for consideration by Finance Committee for onward



submission to the Board of Management for approval.

Decision : The Finance committee approved the proposal.

Item 9 : Constitution of a committee for review of existing guidelines with regard to incurring of expenditure from Non Government Funds meant for students related activities and miscellaneous expenses of the University.

The Finance Committee was informed that that the expenditure on the students welfare were being incurred in erstwhile DCE as per approved norms dated 24.09.2002 of the committee headed by Prof. R.C Sachdeva (Annexure XI) Since many new UG/PG level courses have been introduced with formation of DTU and with increase of intake, the activities relating to expenditure on students has also increased. As such the existing norms need to be reviewed and revised to meet present requirement of the students.

It is proposed to constitute of a committee headed by the Dean (Student Welfare) for framing new guidelines to incur expenditure from students welfare funds.

Decision : The Finance Committee decided that a Committee comprising of Dr. R.S. Nigam, as Chairman and Prof. A.P. Mittal, NSIT, Dr. K. Singh and Dy. Registrar, IIT, Delhi as Member of Committee to suggest the guidelines for incurring expenditure from NGF Account of the University.

Item 10 : Setting up of Provident Fund and Pension Fund in r/o University employees who entered in government service prior to 01.01.2004 and are governed by GPF Rules, UTCGEIS, and CCS(Pension) Rules 1972 and transfer of Pro-rata pensionary benefits and General Provident fund Balances by Delhi Government to DTU.

The Finance Committee was informed that consequent upon



conversion of erstwhile DCE to DTU with autonomous status w.e.f. 23.07.2009 it is initially funded by grant in aid from Delhi Govt. Provident Fund and Pension fund need to be set up as per section 4 (d) of DTU Act, 2009 and as per rule 37 A of CCS (Pension) Rules 1972. (Annexure XII). Therefore, pro-rata pensionary benefits and Provident Funds balances of erstwhile DCE employees (now transferred to DTU) need to be transferred by Delhi Government to DTU in the proposed funds as above.

Decision : The Finance Committee deferred the proposal and constituted a committee under the Chairmanship of Prof. R.S. Nigam, Former Director, Delhi School of Economics with other members as Sh. O.P. Shukla Registrar, (I/C), DTU, Sh. S.N. Shukla, Controller of Accounts, Govt. of NCT of Delhi and Shri. A.K. Sharma, Sr. Accounts Officer, DTU. The matter may be placed in next meeting of Finance Committee along with the recommendations of the above Committee.

Item 11 : Approval of fee refund rules in case of withdrawn by the students in BE/B.Tech, ME/M.Tech and PhD admission programs offered by DTU.

The Finance Committee was informed that as per AICTE public notice vide no AICTE/Legal/04(01)/2007 published in Hindustan Times on dated 19/04/2007 (Annexure XIII), the deduction of Rs. 1000 will be made from the required fee deposited at the time of admission and the balance fee will be refunded and as per clause 3 of approved refund rules by Finance Deptt. Govt. of NCT Delhi the deduction of Rs. 5000/- will be made if admission is withdrawn after the date of closing of admission.

It is proposed to approve for refund of fee after deduction as per approved norms of AICTE and FD Govt. of NCT of Delhi as stated above.

Decision : The Finance Committee approved the proposal.



Item 12 : Re-designation of the post of Junior Accounts Officer of erstwhile DCE as Assistant Accounts Officer.

The Finance Committee was informed that one post of Junior Accounts officer in erstwhile DCE has been re-designated as Assistant Accounts Officer vide Govt. of NCT, Finance Deptt. OM dated 8/10/2009 (Annexure XIV). With the conversion of erstwhile DCE into DTU, all the existing posts of erstwhile DCE will be carried forward with existing designation in DTU.

It is proposed, the re-designated post of Junior Accounts Officer of erstwhile DCE as Assistant Accounts Officer may be approved in DTU.

Decision : The finance Committee approved the proposal.

Supplementary Item No. 1: Remuneration to Paper-setters and evaluation of Answer scripts etc. of the DTU for B. Tech / M. Tech. / MBA / Ph.D Programs and TA / DA to Members of Board of Studies attending the meetings.

The Committee was informed that the University has introduced 4 new B. Tech and 6 new M. Tech programs from the current session 2009-10 in addition to a MBA program. The end semester examinations for the students admitted under the above programs are due to be held from 7th December, 2009. To conduct the examination, setting up of question papers, evaluation of answer-sheets shall be required to be taken at the university level, the work up till now performed under the aegis of Delhi University for the old BE / ME programs.

The University has already constituted Board of Studies as per the approved Ordinance and Statutes for all the academic



departments for facilitating the appointment of paper setters, examiners and start the academic related with the examination policy etc. The orders with regard to assigning the responsibilities of Controller of Examination, Deputy Controller of Examination and Assistant Controller of Examination have also been issued to take care of the emergent needs of conducting the forthcoming examinations.

Dean (Academic) vide his letter dated 17.11.2009 has desired that the rates of remuneration for the work to be carried out in connection with the paper setting, evaluation etc. of the examination are to be approved by the University. He has suggested that the rates for remuneration approved by Delhi University in the year 2006 may be broadly adopted as a guideline for the purpose for theory and practical examination. Considering the fact that the rates approved by the Delhi University are 3 years old, the rates of remuneration for the paper setters, examiners for evaluation of answer script have been increased by 10-15% of the rates approved by the Delhi University. Accordingly, the rates of remuneration with regard to setting up of question papers, evaluation are proposed and placed in **Annexure – SA-2** in the Agenda Notes.

It is also proposed to make payment of TA and Honorarium to outside experts associated as the Members of the Board of Studies of the Academic Departments on the rates as given hereunder:

1. For Local Experts
 - (i) Taxi Fare (Non-AC) Rs. 650/- ✓
 - (ii) Taxi Fare (AC) Rs. 850/- ✓



2. For Outside Experts


2nd AC Rail Fare or the actual fare if it is less than the 2nd AC rail fare or their entitlement.

Decision: The Finance Committee approved the proposal with increase in evaluation charges for Ph.D thesis as Rs 2,000/- to Rs. 3000/- and for conduct of Viva-Voce for PhD examination from the proposed Rs. 1000/- to Rs. 2,000/-.

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

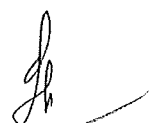
The minutes are issued with the approval of the Chairman for circulation to Hon'ble Members.

Dated:



O.P. Shukla
OSD (I/c Registrar)

1. Prof. P.B. Sharma, Vice Chancellor, Delhi Technological University.
2. Shri. J. P. Singh, Principal Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I. P. Estate, New Delhi – 110 002.
3. Shri. Rajendra Kumar, Secretary (Higher Education and Technical Education), Govt. of NCT of Delhi, DTTE, Pitam Pura, Delhi.
4. Shri. V.K. Jain, Addl. Secretary, Department of Training and Technical Education, Govt. Of NCT of Delhi, Muni Maya Ram Marg, Pitam Pura, Delhi – 110088.
5. Prof. R.S. Nigam, (Former Director Delhi School of Economics, Delhi University), 62, Vaishali, Pitam Pura, Delhi.
6. Dr. P.R. Bose, Principal, Ch. Brahm Prakash Govt. Engineering College, Jaffarpur, Delhi – 110 073.
7. Shri. A.K. Sharma, Sr. Accounts Officer / DY Registrar (I/C).
8. Dr. K. Singh, AO / Joint Registrar (I/C) DTU.
9. Guard File of Delhi Technological University.



O.P. Shukla
OSD (I/c Registrar)

STATEMENT-1(DFP)

DELEGATION OF FINANCIAL POWERS TO THE VICE CHANCELLOR, SUBORDINATE

OFFICERS OF THE UNIVERSITY AND DEANS/HOD'S OF THE UNIVERSITY DEPARTMENTS

S.no	Nature of A/A and E/S powers	Vice-Chancellor	Registrar (Admn)	Deans/HOD/Librarian	Controller of Exams	Controller of Fins.	Condition if any	Remarks
1.	Stores: I. Purchase of equipment including Computers projectors required for the Departments/schools of Studies, under the teaching programme. II. Purchase of raw material & consumables for lab/workshop	Upto Rs. 50 lac. On each occasion -Do-	Upto Rs. 2 Lac. On each occasion Upto Rs. 2 Lac. On each occasion	Up to Rs. 20,000 On each occasion Upto Rs. 20,000 On each occasion	- -	-	Subject to the availability of funds, completion of codal formalities as per laid down purchase procedure/GFR. -Do-	Powers Beyond Rs. 50 Lac. upto Rs 1.00 crore vests with FC and beyond Rs 1.00 crore vests with BOM - Do -
2.	Purchase of office equipment including computers, intercom, equipments, calculators, photocopiers etc. for use in the office of the University or the School	-Do-	Upto Rs. 2 lac. On each occasion	-	-	-	-Do-	-Do-
3.	Repair & Maintenance of Computer and other installation	-Do-	Upto Rs. 2 Lac on each Occasion	Full powers for AMC in their respective Deptt.	-	-	-Do-	-Do-

4.	Liability	Do	Up to Rs. 2 lac. On each occasion.	Up to Rs. 20,000 on each occasion			Subject to availability of budget and laid down codal formalities.	-Do-
	(i) Official publication.						Subject to the approval of Library Committee & Completion of codal formalities as laid down and the availability of the budget.	-Do-
	(ii) Library Books technical journals	-Do-	Up to Rs. 2 lac on each occasion	Up to Rs. 20,000 on each occasion			The disposal is subject to the recommendation of the condemnation board constituted by The Vice Chancellor.	-Do-
5.	Disposal of obsolete, surplus or the unserviceable stores	-Do-	Up to Rs. 2 lac on each occasion	Up to Rs. 1 lac on each occasion				
6.	Irrecoverable losses of stores or of public money write off.							
	(i) Irrecoverable losses due to theft, fraud or negligence	Upto Rs. 5000 in each case	-	-	-	-	Losses will be reported to Vice Chancellor at the very initial stage of occurrence.	1. Powers Beyond Rs. 5000. vests with BOM after recommendation by FC
	(ii) Irrecoverable losses not due to theft, fraud or negligence	Rs. One lac in each case	-	-	-	-	After full investigation and report of the committee headed by the vigilance officer the matter will be submitted to VC through COF for write off losses.	2. Powers Beyond Rs. 1.00 lac. vests with BOM after recommendation by FC

7.	(17). Purchase of fixture and furniture.	Up to Rs. 50 lac. On each occasion	Up to Rs. 2 lac. on each occasion	Upto Rs. 20,000/- on each occasion in their respective Deptt.	Up to Rs. 500/- per month to each person in their respective Deptt.	Up to Rs. 500/- per month to each person in their respective Deptt.	Up to Rs. 500/- per month to each person in their respective Deptt.	Subject to availability of funds and completion of Codal formalities, as per laid down purchase procedures/GFR	Powers Beyond Rs. 50 Lac. upto Rs 1.00 crore vests with FC and beyond Rs 1.00 crore vests with BOM
	(ii). Repairs thereto	-Do-	Upto Rs. 2 lac on each occasion						-Do-
8.	Purchase of Stationary stores	-Do-	Upto Rs. 2 lac on each occasion	Upto Rs. 500/- per month to each person in their respective Deptt.	Up to Rs. 500/- per month to each person in their respective Deptt.	Up to Rs. 500/- per month to each person in their respective Deptt.	Up to Rs. 500/- per month to each person in their respective Deptt.	Subject to availability of funds and as per other laid down guidelines in GFR and TA rules	-Do-
9.	Local Conveyance.	-Do-	Up to Rs. 500/- per month to each person in their respective Deptt.	Upto Rs. 500/- per month to each person in their respective Deptt.	Up to Rs. 500/- per month to each person in their respective Deptt.	Up to Rs. 500/- per month to each person in their respective Deptt.	Up to Rs. 500/- per month to each person in their respective Deptt.	Subject to availability of funds and as per other laid down guidelines in GFR and TA rules	-Do-
10.	Local purchase of Rubber stamps and official seals	-Do-	Full powers	Full powers	Full powers	Full powers	Full powers	Subject to A/A of the contents and form of rubber stamps and official seals by the Vice chancellor.	-Do-
11.	Postal & Courier charges	-Do-	Full powers	Upto Rs. 10,000. Per month	Upto Rs. 10,000. Per month	Upto Rs. 10,000. Per month	Upto Rs. 10,000. Per month		-Do-

12.	Weight and demurrage/wharf ages	-Do-	Upto Rs. 2 lac	-	-	-	Air lifting of stores should be resorted to only with the approval of Vice Chancellor.	-Do-
	1 Freight charges	-Do-	Upto Rs. 2 lac	-	-	-	On each instance in which payment of demurrage etc. falls due is to be reported to the Vice Chancellor on the very initial stage on its occurrence.	-Do-
	2 Demurrage/Wharf age charges	-Do-	-	-	-	-	Subject to availability of funds and as per laid down purchase procedures./GFR	Do
13.	Purchase of Air Conditioner, Desert cooler and Room cooler/ heater	-Do-	Upto Rs 2 lac on each occasion	-	-	-		
14.	Motor Vehicles:							
	(i) Purchase	-Do-	-	-	-	-	-Do-	-Do-
	(ii) Maintenance upkeep	-Do-	Full powers	-	-	-	-Do-	-Do-
	(iii) Hiring	-Do-	Upto Rs. 10,000/- on each occasion	Upto Rs. 1000/- on each occasion in their respective Deptt.	Upto Rs. 1000/- for general purpose and upto Rs. 5000 on each occasion for examination related works.	Upto Rs. 1000/- on each occasion in their respective Deptt.	-Do-	-Do-

15.	University rates and taxes	-Do-	Full powers	-	-	-	subject to availability of funds	-
16.	Telephone Bill reimbursement of residential phone	-Do-	Full powers	-	-	-	-Do-	-Do-
17.	Telephone charges for office telephones	-Do-	Full powers	-	-	-	-Do-	-Do-
18.	Printing and Binding	-Do-	Upto Rs. 2 lac on each occasion.	-	-	-	-Do-	-DO-
19.	Merits, Awards, stipends Loan and other educational Scholarship to students	-Do-	-	-	-	-	The A/A and E&S will be accorded as per approved norms by BOM.	-DO-
20.	Imprest amount limit to take care of unforeseen petty expenses	Rs. 4 lac.	Rs. 20,000	Rs. 20,000	Rs. 20,000	Rs. 20,000	Subject to the condition the account of imprest will be rendered once in every month and the proposal must indicate "the imprest account for recoupment"	-
21.	(i) Sanction for extra jurisdiction journey for teaching and other staff within India (ii) -Do- out of India (iii) Travelling Expenses	Full powers Full powers -Do	- Full powers	- -	- -	- -	As per provision under FRSR (TA/DA rules and AICTE guidelines) -Do-	(ii) Powers vest with VC as per policy approval by BOM -Do- -Do-

22.	(i) To deputise staff to accompany students on educational tour out of Delhi.	Full powers	-	-	-	-	-	As per education policy of DTU/ AICTE guidelines.	(ii) Powers vest with VC as per policy approval by BOM
	(ii). -Do- within Delhi	Full powers	-	-	-	-	-	-Do-	-Do-
	(iii) Travelling Expenses	Full powers	-	-	-	-	-	-Do-	-Do-
23.	Expenditure on innovative research projects by the students and participation in the international seminars/workshops etc.	Full powers	-	-	-	-	-	On the recommendation of HOD/ Dean IRD and as per approved norms/guidelines.	-
24.	Deputation of Research staff and fellows for field work pertaining to respective research schemes with TA/DA as per rules concerning the grants received for Research	Full powers	-	-	-	Dean IRD	-	Subject to availability of funds in Research Scheme and guidelines issued by the UGC/AICTE/MHRD.	-
25.	Approval for accepting the consultancy assignment by faculty.	Full power	-	-	-	-	-	On the recommendation of HOD/ Dean IRD and as per approved norms/guidelines	-
26.	Invitation of distinguished scholars or experts in different fields and payment to them at special rates (Guest Faculty)	Full powers	-	-	-	Upto Rs. 20,000/- on each occasion	-	Subject to approved special rates and norms by the BOM and appointment their of by VC.	-

27.	Appointment of part-time staff for day to day classes and payment of remuneration.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Subject to the approval of panel by the Vice Chancellor and payment is made at the approved rates by BOM	Full powers		
28.	Acceptance of outside work and remuneration by teachers	Full powers	-	-	-	-	-	As per laid down approved provisions.	-		
29.	Expenditure on payment relating to examination including entrance exam for admissions, paper setter & other work relating to conduct of exams.	Full powers	Full powers	-	-	Upto Rs. One lac	Upto Rs. Two lac	As per approved norms.	-		
30.	Payment to members of statutory Board Assessment Committee members, expert Committees, Sub-Committees	Full powers	Full powers in respect of boards/ Committees in which Registrar (Admn) is member Secretary/ Convenor	Full powers in respect of boards/ Committees in which Deans/HOD/Librarian is member Secretary/ Convenor	Full powers in respect of boards/ Committees in which COE is member Secretary/ Convenor	Full powers in respect of boards/ Committees in which COF is member Secretary Convenor	Subject to availability of Funds and as per approved rates	-			
31.	Expenditure on Appointment of Examiners/Paper Setter and other work relating to examination, Entrance tests	Full powers	Controller of examination will initiate the proposal and take approval of the Vice Chancellor, as per norms approved.							-	
32.	Payment of professional charges to Advocates and chartered Accountants/Architects/Consultants/Advisors	Full powers	Full powers	-	-	Upto Rs. 2 lac.	As per approved rates and norms And subject to prior approval for appointment by the VC.				

	Purchase or Uniforms Liveries for Class-IV employees /workshop staff.	Full power	Full powers	—	—	—	Subject to availability of Funds.	Uniforms & other articles of clothing shall be supplied to class IV staff as per the University norms.
33.								
34.	Pay fixation on new appointment /promotion for teaching /non- teaching staff.	Full powers	Full powers	—	—	—	Subject to clearance by the controller of finance, finance Deptt. Of Univ. As per provision in FRSR, AICTE/MHRD/UGC guidelines.	
35.	Annual increment for teaching and non- teaching	Full Power	Full powers	—	—	—	As per provision in FRSR and AICTE/ UGC/MHRD guidelines.	—
36.	1. Service Book Attestation 2. Service verification entries	Full Power Full Power	Full powers Full Power	— —	— —	— Full Power	As per approved official procedure. -Do- and as per entries exist in pay bill register	— —
37.	1. Earned /Medical and other leave for Teaching staff/library staff, Officers of the University and other staff upto Assistant Registrar level	Full powers	—	—	—	—	Powers Vests With The Vice Chancellor On The Recommendation Of Dean/HOD/ Registrar (Admn.)/ COF/COE/Librarian, and subject to provision laid down in FRSR.	

38.	Sanction for Advance drawl to incur the inevitable/emergent and urgent expenses.	Upto Rs. 50 lac. On each occasion	Upto Rs. 1 lac on each occasion	-	-	-	Subject to other norms laid down in GFR and the account of the advance drawl to be rendered within 15 days from the date of completion of event/purchase/activity.	Powers Rs. 50 Lac. upto Rs 1.00 crore vests with FC and beyond Rs 1.00 crore vests with BOM
39.	Hospitality/Refreshment (i) For official meetings/ visitors (ii) For seminars/ conferences/ convocations	Upto Rs 20,000/- per month Full powers	Up to Rs. 2,000/- per month -	Upto Rs. 2000 per month -	Upto Rs. 2000 per month -	Upto Rs. 2000 per month -	Subject to approved norms and expenses on high tea with snacks, the petty refreshment on tea with snacks etc. and lunch to the guests not exceeding @ Rs. 100/-, Rs. 20/- and Rs. 200/- per person respectively, and other approved norms.	-
40.	(i).The expenditure on construction of new building. (ii).Expenditure on work relating to addition/alteration modernization, renovation & maintenance work being executed through engineering wing/PWD after observing Codal formalities	Upto Rs. 50 lac Upto Rs. 50 lac	- Upto Rs. 2 lac.	- -	- -	- -	Subject to provision laid down in CPWD manual, PWD guidelines and other structural norms/GFR. -Do-	Powers Rs. 50 Lac. upto Rs 1.00 crore vests with FC and beyond Rs 1.00 crore vests with BOM

41.	Expenditure on functions/ Seminar/Conferences in DTU.	Upto Rs. 50 lac	Upto Rs. 2 lac	Upto Rs. 50,000/-	-	-	As per laid down approved norms. The prior A/A on each occasion shall be obtained from the VC.	Powers Rs. 50 Lac. upto Rs 1.00 crore vests with FC and beyond Rs 1.00 crore vests with BOM
42.	Expenditure on pay and allowances to regular employees, pay and allowance to contractual employees, remuneration to part time faculty.	Full powers	Full powers	-	-	Full powers	Subject to approved rates of pay and allowances and remuneration as laid down in their appointment letters/orders	-
43.	Expenditure on miscellaneous contingencies	Full power	-	-	-	-	-	-
44.	Retirement benefits	Full powers	Full powers	-	-	Full powers	Subject to approved norms prescribed by the university / Govt.	-