

Delhi Technological University

(Estd. by Govt. of NCT of Delhi vide Act 6 of 2009)

(Formerly Delhi College of Engineering)

No.F.5/AC/DTU/FC-24/2021/

Dated: 20-05-2021

24th meeting of the Finance Committee of Delhi Technological University was held online on 20.05.2021 at 11:00 AM. The following members were present:

1. Prof.Yogesh Singh, Vice Chancellor, DTU Chairman.
2. Prof. I.K. Bhat, Vice Chancellor, Manav Rachna University.
3. Prof.A. Trivedi, Dean (IRD) DTU.
4. Prof. Madhusudan Singh, Registrar, DTU
5. Prof. Nirendra Dev, Controller of Finance, DTU
6. Sh. Dinesh Gandhi, Dy. Secretary (Finance), Finance Department, GNCTD represented Secretary (Finance), GNCTD.
7. Sh. Rajesh Kumar, Sr. Accounts Officer, represented Secretary, DTTE).

Sh. Sandeep Kumar, Secretary (Finance), Dr. S. B. Deepak, Secretary (Training & Technical Education) could not attend the meeting due to their pre-occupations.

Sh. D.P. Dwivedi - IAS (Retd.), Consultant (Finance & Planning), DTU, Dr. S.L. Bhandarkar, Dy. Director (SB), DTTE and Sh. Kamal Pathak, Controller of Examination, DTU also attended the meeting as special invitees.

The minutes of the meeting are as follows:

Agenda 24.1 : Opening remarks by the Chairman/Vice Chancellor.

The Chairman welcomed all the members of Finance Committee in its 24th meeting held on 20.05.2021. He informed the members about difficult time of COVID 19 situation. DTU has also suffered from this pandemic and lost two Ph. D. students including one foreign student due to COVID 19. All the members observed two minutes silence to pay homage to the departed souls.

He further informed that online classes of the university have been resumed w.e.f. 17th May, 2021 so as to finish the same by 30th May, 2021 and University will try to declare results by 15th June, 2021 except B.Tech. First year.

Agenda 24.2 : Confirmation of the minutes of 23rd meeting of the Finance Committee held on 19.03.2021.

It was submitted that Minutes of the 23rd meeting of the Finance Committee held on 19.03.2021 were circulated to the Hon'ble members of the Finance Committee vide

no F. No.5/AC/ DTU /FC-23/2021/687 dated 23.03.2021. No comments have been received from any Hon'ble member of the Finance Committee.

Decision: The Finance Committee confirmed the minutes of its 23rd meeting held on 19.03.2021.

Agenda 24.3 : Action taken report on the decisions taken in the 23rd meeting of the Finance Committee held on 19.03.2021.

The Finance Committee was informed that 6 agenda items were discussed in the last meeting held on 19.03.2021. The details of the agenda, decisions taken thereon and the action taken by the University were given in table form for information of the Hon'ble Members.

Decision: The Finance Committee took the Action Taken Report on record.

Agenda 24.4 : Creation of Regular posts of Medical Staff for Health Centre, DTU

It is submitted that the Vice Chancellor, DTU constituted the following committee for identifying the requirement of the Human Resource and Infrastructure required for the enhancement of the facilities at the existing Health Centre of the university:

Sh. Kamal Pathak, COE, Chairman
Dr. Rajesh Birok, OIC (Health Center), Member
Sh. Anil Kumar, DR (GA), Member
Sh. Bimal Jain, EE, Engineering Cell, Member
Sh. Jasbir Singh, Senior Accounts Officer, Member
Dr. Nitin K. Puri, Security and Transport Officer, Member Secretary

The members discussed the various aspects pertaining to the subject matter with regard to the present student strength of the university and facilities available in the existing Health Center.

Here it is noteworthy to mention that the existing Health Center of the university was started in the year 1997 when the student strength of the university was around 2200 only. Initially, 2 Part-time Physicians were engaged and subsequently, an Eye Specialist, Dentist, Orthopedic Specialist, Physiotherapist and Support Staff were also engaged in similar mode i.e., part-time.

Since then the university has grown multifold in terms of programs offered and the strength of students, faculty and staff. As on date, around 14000 students are enrolled in the university. Out of which, around 3000 stay in the hostels. In addition to this, around 300 families of faculty and staff are also residing in the campus.

Consequent upon due deliberation on the issue, the committee opined that in view of the increased strength of students, faculty and staff of the university, there is a dire need of enhancement of the facilities at the existing Health Center in the DTU campus. Accordingly, the committee is of the view that Human resource and Infrastructure of the Health Center may be strengthened.

Further, the committee also observed that the space available at the existing Health Center is not adequate. Therefore, the erstwhile International Guest House may be used as transit location for the addition of six Hospital Beds with facility of oxygen supply and other related accessories. Subsequently, another floor will be constructed on the existing Health Centre and the facilities shall be shifted to that location.

In view of the position explained in the preceding paragraphs, the committee unanimously recommended that the sufficient number of regular posts of Medical Staff as detailed below may be created to meet out the medical requirements of the university:

S.No	Post	Pay Scale (as per 7th CPC)	Number of Posts
1.	Doctors/Medical Officers (Male/Female)	Level -10	3
2.	Staff Nurse	Level -07	6
3.	X-Ray Technician	Level -06	1
4.	Lab Technician	Level -06	4
5.	Pharmacist	Level -05	1
6.	Health Attendant (Dresser, Attendant, Ward Boys, Stretcher bearer cum cleaner, etc.)	Level -01	6

The annual financial implications towards creation of the above-mentioned posts are Rs. 1.70 Crore.

The recommendations of the committee for the creation of above-mentioned posts of Medical Staff is submitted before Finance Committee, DTU for consideration and further recommendation to Board of Management for approval.

Decision: The Finance Committee considered the proposal and recommended to Board of Management, DTU for approval and further for onward obtaining from approval of Govt. of NCT of Delhi.

Agenda 24.5 : Revision of pay structure for Senior Office Assistant and Stenographer Gr-II in Delhi Technological University.

It is submitted that the competent authority constituted a committee to examine the case of adoption of pay scale of DASS Gr-II and revision of pay structure for Senior Office Assistant and Stenographer Gr-II in DTU. The details of members are as:

Sh. Kamal Pathak, COE	Chairperson
Sh. Anil Kumar, Dy. Registrar (GA)	Member
Dr. Pradeep Kumar Teotia, AR (Estt.)	Member Secretary

In pursuance with Meeting Notice vide No.F.1/2-836/2021/Estt./DTU/1008 dated 22.03.2021, the meeting was held on 23.03.2021 and 05.05.2021 under the chairmanship of Sh. Kamal Pathak, Controller of Examinations, DTU to examine the case of adoption of pay scale of DASS Gr-II and revision of pay structure for Senior Office Assistant and Stenographer Gr-II in DTU

The following were present: -

Sh. Kamal Pathak, COE, DTU	Chairperson
Sh. Anil Kumar, Dy. Registrar (GA), DTU	Member
Dr. Pradeep Kumar Teotia, AR (Estt.), DTU	Member Secretary

Dr. R. Kaushik, Deputy Registrar (Exam) was also present as special Invitee in the meeting by the Chairman of the Committee.

During the meeting, the Committee was apprised that the representation has been received from the Senior Office Assistant and Stenographer Gr. II in regard to Adoption and revision of their pay structure in accordance to Order No. 57 dated 03.02.2015 issued from the Service Department of Government of NCT of Delhi wherein the pay structure of Grade-II (DASS) and stenographer Grade-II has been revised as PB-2 Rs.9300-34800 with GP of Rs.4600.

In the first instance, the Committee took a note of another order No. 56 & 58 dated 03.02.2015 and Circular NO. 20/06/2016/S-I/Lit./3401 dated 21.10.2016 issued by Service Department (Service-I Branch), GNCTD. The relevant portion of this letter is quoted below:

“The organization intending to give the similar pay structure /financial upgradation to its employees may decide the issue on its own in consultation with Finance Department and with due approval of Competent Authority, keeping in view following points:

Pay Scale in various Pay Commissions in respect of the DASS cadre posts and their corresponding post in the organization;

Duties and responsibilities of both these posts;

Mode of recruitment;

Hierarchy of posts of the organization; and

Educational and other qualification, experience etc. required for recruitment of the posts as available in the respective RRs.”

Accordingly, the Committee prepared a comparative statement thereby covering all aspects mentioned in the preceding para in the following format:

S. No.	Points	DASS Gr-II/Stenographer Gr-II (Delhi Govt.)	SOA/Steno Gr. II (DTU)
1.	Pay Scale in various Pay Commissions in	GP 4600 as per 6th CPC, Level-7 as per 7th CPC	GP 4200, as per 6th CPC Level-6 as per 7th CPC

	respect of the DASS cadre posts and their corresponding post in the organization		
2.	Duties and responsibilities of both these posts	<p>Assistant Section Officer</p> <p>Opening, maintenance and custody of files; put up the file to Section Officer mentioning precedents/facts, rule position, pointing out any mistake, incorrect statements of facts ; go through the receipts and ensure that the receipts, with urgency grading, are dealt with first; move the receipt to a file; if a file exists for this receipt, add the receipt to the existing file; in case a file does not exist, a file will be opened; DH will add the data/metadata required for creating a new file. A number will be given by the dealing hand to the new file and in the case of e-file number will be assigned automatically by the system on the creation of e-file; reproduce remarks on the notes portion of the file, if any, made by an officer on the receipt. DH will have to give a serial number and page number to all the letters received and issued. In an electronic environment, the system will automatically assign a new serial number to the receipt, which will be visible on the top centre of all the pages of the receipt. The system will also automatically assign a new page number to each page of the receipt, which will be visible on top right hand corner of the page;</p>	<p>For SOA*</p> <p>Opening, maintenance and custody of files; put up the file to Section Officer mentioning precedents/facts, rule position, pointing out any mistake, incorrect statements of facts ; go through the receipts and ensure that the receipts, with urgency grading, are dealt with first; move the receipt to a file;</p> <p>if a file exists for this receipt, add the receipt to the existing file; in case a file does not exist, a file will be opened; DH will add the data/metadata required for creating a new file. A number will be given by the dealing hand to the new file and in the case of e-file number will be assigned automatically by the system on the creation of e-file; reproduce remarks on the notes portion of the file, if any, made by an officer on the receipt. DH will have to give a serial number and page number to all the letters received and issued. In an electronic environment, the system will automatically assign a new serial number to the receipt, which will be visible on the top centre of all the pages of the receipt. The system will also automatically assign a new page number to each page of the receipt, which will be visible on top right hand corner of the page; link related file, if any. In an electronic environment, with the help of knowledge management,</p>

		<p>link related file, if any. In an electronic environment, with the help of knowledge management, and collaboration/interaction tools in the system, search and link other e-files or documents, if any, referred to in the receipt, or having a bearing on the issues raised therein;</p> <p>identify and examine the issues involved in the case and record a note;</p> <p>submit the case to the appropriate higher officer; and in an electronic environment metadata may be used for such purposes.</p> <p>For:-Stenographer/Personal Assistant#</p> <p>Taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer;</p> <p>managing of appointments/engagements; attending to the telephone calls and receiving visitors; maintaining the papers required to be retained by the officer; destroying by shredding/burning the stenographic record of the confidential and secret letters; and assisting the officer in such a manner as she/he may direct.</p>	<p>and collaboration/interaction tools in the system, search and link other e-files or documents, if any, referred to in the receipt, or having a bearing on the issues raised therein;</p> <p>identify and examine the issues involved in the case and record a note;</p> <p>submit the case to the appropriate higher officer; and in an electronic environment metadata may be used for such purposes.</p> <p>For:-Stenographer*/Personal Assistant*</p> <p>Taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer;</p> <p>Managing of appointments/engagements; attending to the telephone calls and receiving visitors; maintaining the papers required to be retained by the officer; destroying by shredding/burning the stenographic record of the confidential and secret letters; and assisting the officer in such a manner as she/he may direct.</p>
3.	Mode of recruitment	Direct/Promotion	Direct/Promotion
4.	Hierarchy of posts of the organization	<p>For DASS Gr-II (GP 4600 as per 6th CPC, Level-7 as per 7th CPC)</p> <p>Superintendent (DASS Gr-I) Head Clerk (DASS Gr-II)</p> <p>For Stenographer (GP 4600, Level-7 as per 7th CPC)</p> <p>Stenographer Gr-I Stenographer Gr-II</p>	<p>For SOA* (GP 4200 as per 6th CPC, Level-6 as per 7th CPC)</p> <p>Section Officer* Senior Office Assistant*</p> <p>For Stenographer (GP 4200, Level-6 as per 7th CPC)</p> <p>Stenographer Gr-I Stenographer Gr-II</p>

5.	Educational and other qualification, experience etc. required for recruitment of the posts as available in the respective RRs	<p>For DASS Gr-II</p> <p>Bachelor's Degree from a recognized University.</p> <p>For: Stenographer/Personal Assistant</p> <p>12th pass from a recognized School/Board/University Must qualify the Stenography test with the following norms:- The candidate will be given a dictation in English/Hindi for 10 minutes at the speed of 100 w.p.m. The dictated matter should be transcribed on Computer in 40 minutes (English) or 55 minutes (Hindi).</p>	<p>For SOA*</p> <p>Bachelor's Degree from a recognized University or equivalent with at-least five years of relevant experience in PB-I, Rs.5200-20,200 Grade Pay Rs. 2400/- (6th CPC)/Level-4, Entry Pay Rs.25500/- for SOA and typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.</p> <p>For Stenographer</p> <p>Bachelor's Degree from a recognized University or equivalent with speed of 100 w.p.m. in Shorthand and 40 w.p.m. in typing in English on Computers.</p>
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* The BoM of the university in its 3rd Meeting held on 12.06.2010, vide agenda item no. 3.19 re-designated the ministerial posts in erstwhile DCE, Govt. of Delhi i.e. Superintendent, Head Clerk, UDC, LDC as Section Officer, Sr. Office Assistant, Office Assistant and Jr. Office Assistant respectively.

In view of facts mentioned in the above table, it is pertinent to mention that various criteria adopted by the university for recruitment of the said posts i.e. SOA and Stenographer Gr. II are similar to DASS Gr II of Govt of NCT of Delhi.

In pursuance with circular no. F.No. 20/06/2016/S-I/Lit./3401 dated 21.10.2016 from Services Department of Govt of NCT of Delhi, the committee recommended that prior to further processing the request made by Stenographer Gr. II and Senior Office Assistants of the University for the adoption and revision of pay structure, the case may be referred to the Government of NCT of Delhi for obtaining the concurrence of Finance Department.

The annual financial implications towards revision of pay structure of Stenographer Gr.II and Senior Office Assistants are approximately Rs. 28 Lakhs.

The recommendations of committee may be considered by the Finance Committee and recommend to the Board of Management for approval. The proposal may be referred to Govt. of NCT of Delhi for obtaining the concurrence of the Finance Department.

Decision: The Finance Committee considered the proposal and recommended to Board of Management, DTU for approval. The revision of pay structure will be implemented w.e.f. from the issue of notification by the University after obtaining concurrence of Finance Department, Govt. of NCT of Delhi.

Agenda 24.6 : Matter for Ratification

I. Appropriation of the funds for the FY 2021-22 for Rs. 206 Crore.

As per the Section 28(3)(e) of DTU Act, 2009, the Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University.

The Budget Estimate of DTU for the Financial Year 2021-22 has been approved for Rs. 206 Crore in the 23rd FC meeting dated 19.03.2021. The University Generated Fund has been estimated for Rs. 150 Crore. (approx). The GIA has been approved for Rs. 56 Crore for the FY 2021-22. As such appropriation of fund for the FY 2021-22 has been made for Rs. 206 Crores (150 Cr.+56 Cr.), with the approval of Hon'ble VC/Chairman FC, DTU.

The Finance Committee is requested to ratify the proposal for appropriation of the funds for the FY 2021-22 and recommend to the Board of Management for approval.

II. Opening of bank account for DTU Employees Retirement Benefits Fund.

As per the Section 23(III) of DTU Act, Board of Management (BoM) is to manage and regulate the finance, accounts, investment, properties, business and all other administrative affairs of the University.

The BOM, DTU has approved the provision of Rs. 20 Crore towards for Retirement Benefits to DTU employees covered under NPS in its 42nd meeting held on 31.03.2021.

An opening of bank account is under process in the State Bank of India (SBI), DTU, Bawana Road, Delhi with the approval of Hon'ble VC/ Chairman FC/BOM, DTU for the administrative convenience and to streamline the accounting and reconciliation of the funds for compliance of above mentioned provision for Retirement Benefits to DTU employees covered under NPS.

The Finance Committee is requested to ratify the proposal for opening of bank account for DTU Employees Retirement Benefits Fund and recommend to the Board of Management for approval.

Decision: The Finance Committee considered and ratified the agenda and recommended for approval of Board of Management.

Agenda 24.7 : Matter for information

Status of Audit Paras.

It is submitted that accounts of University is being audited regularly by:-

- a. Chartered Accountant of the University
- b. Dte. of Audit, Govt. of NCT of Delhi.
- c. Comptroller & Auditor General of India.

Since its inception in 2009-10, the Accounts of the DTU has been certified to be satisfactory in all the Audit Reports of CAG from 2009-10 to 2019-20 subject to the observations pointed out in the Inspection Report.

(I) Audit conducted by Comptroller & Auditor General of India (CAG).

S.No.	Year	No. of Paras recorded	No. of paras settled	No. of paras Outstanding
1	2005-2006 (prior to DTU)	01	01	00
2	2009-2011	07	07	00
3	2011-2014	09	08	01
4	2014-2016	06	05	01
5	2016-2017	26	24	02
6	2017-2018	10	10	00
7	2018-2019	09	01	08
8	2019-2020	11	00	11
	Total	79	56	23

(II) Audit conducted by Directorate of Audit, Govt. of Delhi.

S.No.	Year	No. of Paras recorded	No. of paras settled	No. of paras Outstanding
1	1976-77 to 2008-09 (prior to DTU)	130	119	11
2	2009-10	10	05	05
3	2010-11	10	05	05
4	2011-12	11	06	05
5	2012-15	17	11	06
6	2015-17	28	19	09
7	2017-18	08	07	01
8	2018-19	11	08	03
9	2019-20	08	00	08
	Total	233	180	53

Replies of 23 remaining audit paras of CAG has already been submitted and report is awaited and efforts has been made regarding replies of remaining Audit paras of Dte. of Audit, Govt. of NCT of Delhi are prepared and will be submitted for settlement as early as possible.

Decision: The Finance Committee noted the above information and the Chairman Finance Committee has desired to minimize the Audit Paras in future by improving the systems by taking into consideration of observations of audit paras and give top priority to settle the outstanding Audit para at the earliest.

Agenda 24.8 : Any other item with the permission of the Chair.

Hon'ble Vice Chancellor raised the issue of AICTE letter vide which it has been desired that fee from the students should be collected in four instalments. He apprised the members of the Finance Committee that last year during the pandemic, University adopted very liberal approach on this issue. University and Govt. of NCT of Delhi gave fee waiver to the students of DTU. University will face financial crisis and it will not be able to meet the targets of the University Generated Funds if the above guidelines of AICTE is followed.

The members of Finance Committee deliberated the matter and recommended that AICTE be replied to on this issue.

The Finance Committee resolved and recommended to the Board of Management that University should write to AICTE stating its position and inform to AICTE that University and the Govt. are giving adequate fee waivers and taking care of needy students on individual basis. The University will follow the practice adopted by it last year which was accepted and appreciated by all.

The meeting ended with a vote of thanks to all the members and special invitees.



(Prof. Nirendra Dev)
Controller of Finance

No.F.5/AC/DTU/FC-24/2021/

Dated: 20-05-2021

Copy forwarded for information to:-

1. PA to VC/Chairman Finance Committee, DTU.
2. Sh. Sandeep Kumar, Secretary (Finance), Govt. of NCT of Delhi, 4th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi – 110 002
3. Dr. S.B. Deepak, Secretary, TTE, Govt. of NCT of Delhi, Muni Maya Ram Marg, PitamPura, Delhi-110088
4. Prof. I.K. Bhatt, Vice Chancellor, ManavRachna University, Sector-43, Aravalli Hills, ManavRachna Campus Road, Faridabad, Haryana-121004.
5. Prof. Madhusudan Singh, Registrar, DTU

6. Prof. A Trivedi, Dean (IRD), DTU.
7. Sh. Kamal Pathak, COE, DTU
8. Dr. S.L. Bhandarkar, Dy. Director (SB), DTTE, Govt. of NCT of Delhi, Muni Maya Ram Marg, PitamPura, Delhi-110088
9. Sh. D.P. Dwivedi, Consultant (Finance & Planning), DTU for information and record.
10. Guard file.



(Prof. Nirendra Dev)
Controller of Finance