

**Information and Library Network Centre
An Inter-University Centre of the UGC
Infocity, Gandhinagar- 382007**

15th March, 2019

**Minutes of the 28th Meeting of the Finance Committee of INFLIBNET Centre
held on Friday, 15th March, 2019 at INFLIBNET Centre, Gandhinagar**

Chairman Governing Board & Finance Committee

Prof Yogesh Singh

Vice Chancellor, Delhi Technological
University

Members

Dr Kamlesh P Joshipura

Nominee Governing Board

Shri P K Thakur

Financial Advisor, UGC

Prof J P Singh Joorel

Director INFLIBNET Centre

Mr Ashok Kumar Rai

Scientist D (CS) INFLIBNET Centre

Mr Harish Chandra

Administrative Officer & Non-Member
Secretary

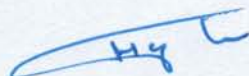
Prof Rajnish Jain, Secretary UGC and Dr (Mrs) Manju Singh, Jt Secretary (Bureau Head IUC/MC) UGC could not attend the meeting due to their prior commitments.

The 28th Meeting of the Finance Committee INFLIBNET Centre commenced with the playing of National Anthem. Prof Yogesh Singh Chairman Finance Committee extended warm welcome to all the members of the Finance Committee. Prof J P Singh Joorel Director INFLIBNET Centre also extended a warm welcome to all the members of Finance Committee.

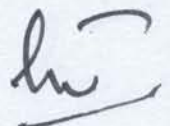
28.1 Confirmation of the Minutes of 27th Meeting of the Finance Committee held on 24th July, 2018 at INFLIBNET Centre

The Minutes of the 27th Meeting of the Finance Committee held on 24th July, 2018 at INFLIBNET Centre were confirmed as circulated since no comments were received from the members.

28.2 Action Taken on the Decisions Made during the 27th Meeting of the Finance Committee held on 24th July, 2018 at INFLIBNET Centre







- 2.1 Members noted that the approved budget requirements were sent to UGC for allocation of funds along with additional funds on implementation of the 7th Pay Commission for Pay & Pension including arrears of pension for pre 2006 retirees.
- 2.2 It was noted that the Centre has appealed the award of Arbitration under section 34 after approval of the Chairman of Governing Board. Further the members were informed that there will be separate discussion on the issue of arbitration in the Action Taken report in GB.
- 2.3 Members noted that the Annual Accounts after the approval of FC/GB were sent to C&AG and UGC for audit. Further, Director INFLIBNET requested the FA UGC to depute a team of auditors for audit of the Centre as the audit of the Centre by UGC is pending since 2016-17, FA UGC agreed for the same.
- 2.4 Members were briefed that DoPT was requested to depute an official from DoPT and also discussed the issue telephonically. In the discussion they informed that DoPT generally does not involve itself in preparing recruitment rules and promotion policies for any organisation. Further after a detailed discussions and deliberations members resolved that Centre should follow the recruitment rules and promotion policy provided in the Bye-Laws of the Centre with strict adherence.
- 2.5 Members were apprised that opinion of the CA on Input Tax Credit (ITC) has been obtain and he has opined for reversing unutilized balance of ITC at the end of the year.
- 2.6 Members noted that the Centre has written-off the obsolete, unserviceable items and security deposit of Rs 35,71,854/- & Rs1250/- respectively.

28.3 Presentation of the Annual Budget for the F Y 2019-2020

Mr. Harish Chandra, Administrative Officer, presented the revised budget and budget estimates for Financial Year 2018-2019 and 2019-2020 respectively. The Finance Committee after detailed discussions and deliberations approved the following revised budget & budget estimates for the Financial Year 2018-2019 and 2019-2020 respectively.



(Rupees in Lakhs)

Head of Budget	Revised Budget for	Budget Estimate for
	FY 18-19	FY 19-20
"31" Budget Head		
Pension and Pensionary Benefits	120.00	40.00
Foreign / Domestic Travel Expenses	9.00	15.00
Security / Housekeeping	87.00	100.00
Exp on Contractual Employees (Non-Teaching)	50.00	60.00
Other Expenses	140.00	150.00
Total	406.00	365.00
"35" Budget Head		
Buildings	50.00	400.00
Equipment		
Library / Books / Journals		
Furniture & Fixtures		
Other Expenses – Electronic Thesis and Dissertations (ETD) in Universities (Shodhganga)	150.00	215.00
Total	200.00	615.00
"36" Budget Head		
(i) Expenditure on Salary-Existing	375.00	500.00
(ii) Revival of Posts	0.00	73.21
(iii) Creation of S&T Posts	0.00	115.29
(iv) Creation of Admin. Posts	0.00	34.13
Medical Expenses	16.00	20.00
Leave Encashment	3.00	4.00
Leave Travel Concession	18.00	22.00
Retirement Benefits	46.00	50.00
Other Expenses(NPS Contribution)	24.00	30.00
Total	482.00	848.63
GRAND TOTAL	1,088.00	1828.63

28.4 Revival and Creation of Posts

4.1 Revival of Already sanctioned/Vacant Posts

The Members of the FC were informed by the Director that the Centre has few vacant posts that were sanctioned by the UGC but could not be filed due to one or another reason, however these posts are essentially required for the smooth functioning of the

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Director's secretariat, administrative sections including setting up SC/ST cell at the Centre.

After detailed discussions and deliberations members resolved to revive the vacant positions, given below, of the Centre and send to UGC for its concurrence.

Sl. No.	Name of the post	Pay Level	Sanction order No. & date	Remarks	Yearly Salary/Financial Requirement
1	Scientist-E	Level-13	UGC's Letter No.F.31-45/96(IUC) dated 31.07.1998	Vacant since 1998	Rs 20,30,688.00
2.	Sr Administrative Officer	Level-12	F.31-45/2006(IUC) dated 12.09.2011	The two Administrative Officer were working in the Centre and the post of Sr. Administrative Officer was sanctioned by the UGC in the personal capacity to Mr. C K Shah who was working as one of the AO's in the Centre and abolished on his retirement on 30.09.2011. After 30.09.2011 only one Administrative officer is available with the Centre to look after the both the Administrative and Finance Sections. Centre requires the post of SAO, so that Finance & Accounts can be looked after as separate independent section.	Rs 13,82,784.00
3.	PS to Director	Level-7	UGC's letter No.F.31-15/96(IUC) dated 28.10.1997	Vacant since 05.02.1999	Rs 15,62,304.00
4.	SC/ST Cell 1. Section Officer 2. Executive Assistant 3. other manpower on need basis through contractor	Level-7 Level-4 Daily Wages	UGC's letter No.F.6-24/1982(SCT) dated 29.04.2009 for XI plan and F.No. 9-1/2009 (SCT) 12.11.2012	Cell has not been established.	Rs 25,00,000.00
Total (A)					Rs74,75,776.00

4.2 Creation of Scientific/Technical Post and Support area

The Director briefed the Finance Committee about the various activities of the Centre and other projects entrusted by the UGC, MHRD and other autonomous bodies of the Central Govt. The Centre has the support of only 20 Scientific employees who look after the assignments and functions of the Centre and also cater the needs of the stake holders in completing their projects of national importance within a stipulated time frame.

After detailed discussions and deliberations Finance Committee approved the proposal of sanctioning the positions of Scientific staff, given below, and resolved to submit the case to the UGC for further necessary approval alongwith detailed justifications for the Creation of Scientific/Technical Post.

Sl. No.	Name of the post	Pay Level	Number of posts required	Yearly Salary
1	Scientist-E	Level-13	1 (One)	Rs.20,30,688.00
2.	Scientist-D	Level-12	1 (One)	Rs.13,82,784.00
3.	Scientist-B	Level-10	4 (Four)	Rs.40,49,280.00
4.	Scientific/Technical Officer	Level-7	2 (Two)	Rs.15,62,304.00
5.	Scientific & Technical Assistant	Level-6	4 (Four)	Rs.25,04,448.00
Total (B)				R. 1,15,29,504.00

4.3 Creation of Administrative and Support area posts

Members were briefed that Centre is having Nine Administrative staff which is very less manpower compare to its objectives to fulfill assignments and functions that Centre has taken up. The members were also briefed that the INFLIBNET Program was established in 1991 as a project under IUCAA, Pune and in May'1996 the Centre was formed as an Inter University Centre of the University Grants Commission. At that time it had an approximate budget of Rs 3 crores and now it has a budget approximate of Rs.360.00 Crores, that has increased more than 100 times accordingly all other administrative works have increased but the number of Administrative employees remained same.

The Director of the Centre projected the need of creation of separate Finance section and other administrative staff for smooth functioning for the Centre. It was also briefed that earlier the Centre had Two Administrative Officer one for each Administration with Store & Purchase and another for Finance and Accounts till December, 2010 including one Sr Administrative Officer till September 2011.

After detailed discussions and deliberations Finance Committee approved the proposal of sanctioning the Administrative positions given below, and also resolved to submit the case to the UGC for further necessary approval alongwith detailed justifications for the Creation of Administrative Posts. The Finance Committee also advised the Centre to hire the MTS/helpers on contractual basis through manpower agency as per requirement rather than asking for creation of such posts.

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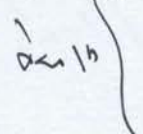
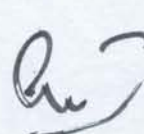
Sl. No.	Name of the post	Pay Level	Number of posts required	Yearly Salary
1	Administrative Officer/ Finance Officer	Level 10	01 (One)	Rs.10,12,320.00
2	Office Assistant-II/Senior Assistant	Level-6	01 (One)	Rs.6,26,112.00
3	Assistant	Level-4	01 (One)	Rs.4,64,544.00
4	Clerk-cum-Typist	Level-2	02 (Two)	Rs.6,85,824.00
Total (C)				Rs 27,88,800.00
Grand Total A+B+C				Rs2,17,94,080.00

28.5 Providing Technological Solutions for the College and University Libraries in North Eastern Region of India

There was detailed discussion and deliberations on the allocation of funds for the various activities such as library automation, capacity building programme for library professionals, establishing digital library in colleges and creating e-learning portal in Central universities in North East Region of the country. The members appreciated Centre's efforts for providing library automation services and training to the library professionals and ratified to offer similar services to the remaining colleges. Member secretary explicated that the MOOC courses are being offered through SWAYAM portal and it has been adopted by the universities in light of guidelines issued by the UGC for credit transfer of MOOC courses.

It was proposed to provide e-learning platform to Central universities in the North Eastern states enabling universities stakeholder to get acquainted with the e-learning environment. Member secretary also explained the present status of the allocated funds and proposed new services to further strengthen the library services offered to the region.

Sh. Yatrik Patel, Scientist D (CS) was called to give brief on the proposal of creating institutional repository for colleges/institution in north-east region, Sh. Patel explained emphasizing need of putting intellectual output including publication by faculty members /students in open access for better outreach, wider access and visibility of research output. There were also deliberations about publisher's copyright and self-archiving policies for the purpose of storing/archiving research publications by author. While explaining about execution of the project, It was explained that Centre has proposed to create virtual machines of suitable size at data centre of INFLIBNET for individual institute, install and configure institutional repository (IR) using open source software and then give ownership to respective institute as cloud hosted service, where-in institute/college can keep their intellectual

output. It was also explained that initially 25 institutes will be selected based on survey as pilot project, which will be extended to 100 institutions in first phase, which can be later extended to remaining institutions. Members were also briefed that this proposal also contains capacity building programs which will be executed in phases for this initiative.

The Chairman of the FC also appreciated the Centre's initiative to provide e-learning portal in Central universities of NE states and opined that it should be provided to all universities across the country.

The Finance Committee approved the proposal as per the following year wise fund requirements for next five years.

Year wise fund requirements (All figure in ₹ Lakhs)							
Particulars	Financial Year					Total (5 Years)	
	2019-20	2020-21	2021-22	2022-23	2023-24		
A Existing Services(SOUL)							
1 SOUL Software and Premium Membership	157.8	49.3	49.3	49.3	49.3	355	
2 IRTPLA and Specialized Training Programme Including TA/DA	17.5	17.5	17.5	17.5	17.5	87.5	
3 PLANNER	10		10		10	30	
Sub Total (A)	185.3	66.8	76.8	66.8	76.8	472.5	
B Institutional Repository							
1 Server and IT Infrastructure	73.6	216	0	0	0	289.6	
2 Maintenance of Server	0	7.5	29.1	29.1	29.1	94.8	
3 Manpower	9.6	9.6	9.6	9.6	9.6	48	
4 Capacity Building Prog. Including TA of Resource Persons	7	7	7	7	7	35	
5 Contingency and Misc	1	1	1	1	1	5	
Sub Total (B)	91.2	241.1	46.7	46.7	46.7	472.4	
C E Learning Management System							
1 Server and IT Infrastructure	19.6	0	0	0	0	19.6	
2 Maintenance of Server		2	2	2	2	8	
3 Manpower	9.6	9.6	9.6	9.6	9.6	48	
4 Capacity Building Prog. Including TA of Resource Persons	1.75	3.5	3.5	3.5	3.5	15.75	
5 Contingency and Misc	1	1	1	1	1	5	
Sub Total (C)	31.95	16.1	16.1	16.1	16.1	96.35	
Year wise Funds Requirement Total (A + B + C)	308.45	324	139.6	129.6	139.6	1041.25	

28.6 Award of Arbitration

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The Members of the FC, after a brief discussion approved the payment to M/s. Katira Construction Co. and to M/s. Malani Construction Co. as and when the final appeal is disposed of/settled. The item to be discussed in the Governing Board separately.

28.7 Treatment of Input Tax Credit (ITC) on GST

Members after brief discussions agreed with the opinion of the CA to reverse the unutilized balance of Input Tax Credit (ITC) at the end of the year as per the advise of the CA.

28.8 Payment of Dearness Allowance and Dearness Relief

The Members noted the payment of dearness allowance and dearness relief to the employees and pensioners as per GoI circulars.

28.9 Payment of cancelled tickets booked by Mr. Raja V., Scientist-B (CS) of his tour to Auckland during 5th – 9th August, 2018

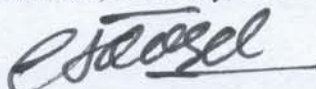
Members after detailed discussions and deliberations opined that it was the individuals own look out to take necessary transit visa while travelling through Australia, thus claim of charges towards cancellation of the tickets cannot be waived off / entertained. Further, Financial Adviser advised not to put up such type cases to the Finance Committee in future.

Meeting ended with the vote of thanks to the chair.



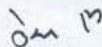
(Harish Chandra)

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



(Prof J P Singh Joorel)

Director, INFLIBNET Centre



(Prof Yogesh Singh)

Chairman Governing Board & Finance Committee
(Vice Chancellor, Delhi Technological University)



INFORMATION AND LIBRARY NETWORK CENTRE

(An Inter-University Centre of UGC)

Infocity, Gandhinagar

28th Meeting of the Finance Committee
Friday, 15th March, 2019 at 11:00 hrs. at Board Room, INFLIBNET Centre
Infocity, Gandhinagar – 382007

Attendance Sheet

S.No.	Name	Status	Signature
1.	Prof Yogesh Singh Vice-Chancellor, Delhi Technological University Chairperson, GB	In Chair	
2.	Prof Rajnish Jain Secretary University Grants Commission [Member]	Member	
3.	Mr P K Thakur Financial Advisor University Grants Commission [Member]	Member	
4.	Dr (Mrs) Manju Singh Joint Secretary [Bureau Head] University Grants Commission [Member]	Member	
5.	Dr K P Joshipura Former Vice-Chancellor, Saurashtra University, Rajkot [Member]	Member	
6.	Prof J P Singh Joorel Director, INFLIBNET Centre [Member]	Member	
7.	Shri Ashok Kumar Rai Scientist-D (CS) INFLIBNET Centre [Senior professional staff of the Centre]	Member	
8.	Shri Harish Chandra Administrative Officer (A&F) INFLIBNET Centre [Non-Member Secretary]	Non-Member Secretary	