

**Minutes of the 19<sup>th</sup> Meeting of the Finance Committee of INFLIBNET Centre  
held on Saturday, 13<sup>th</sup> April, 2013, INFLIBNET Centre, Gandhinagar**

**Members Presents**

Prof. N Mukunda	Chairman, FC & GB
Prof. J P Gupta	Nominee, GB
Mr. Upmanyu Basu, IRS	Financial Adviser, UGC, New Delhi
Dr. Jagdish Arora	Director, INFLIBNET Centre
Mr. Ashok Kumar Rai	Scientist-D (CS), INFLIBNET Centre
Mr. Harish Chandra	Administrative Officer (PA&F) & Non-Member Secretary

Dr. Akhilesh Gupta, Secretary and Dr. (Mrs) Renu Batra Jt. Secretary, (IUC)/MC, UGC, could not attend the meeting due to their prior commitments.

At the outset, Prof. N. Mukunda, Chairman, Governing Board and Finance Committee extended a warm welcome to the members. Thereafter, he requested Dr. Jagdish Arora to initiate the proceedings of the meeting. Dr. Arora, in turn, requested Mr. Harish Chandra, Administrative Officer, Secretary, Finance Committee, to take up the agenda items.

**1. Confirmation of the Minutes of 18<sup>th</sup> Meeting of the Finance Committee held on 5<sup>th</sup> March, 2012, Ahmedabad**

The Minutes of the 18<sup>th</sup> Meeting of the Finance Committee held on 5<sup>th</sup> March, 2013 at Ahmedabad were confirmed as circulated since no comments were received from the members.

**2. Action Taken on the Decisions Made during 18<sup>th</sup> Meeting of the Finance Committee, 5<sup>th</sup> March, 2012, Ahmedabad**

Shri Harish Chandra, Administrative Officer presented a brief report on action taken on the decision made during the 18<sup>th</sup> Meeting of the Finance Committee. Members noted with satisfaction that the Centre has taken action on every decision taken during the Meeting of the Finance Committee.

**3. Switching over from Cash-based Accounting System to Accrual-based Accounting System from the Financial Year 2012-2013**

The members noted that the Centre has been maintaining its accounting on cash system since its inception in 1991. The UGC, vide letter No. F.19-2/2012 (CU-IA/172) dated 7-2-2013, has issued directions to the INFLIBNET Centre to switch over from the present cash-based accounting system to mercantile system of accounting with effect from 1<sup>st</sup> April, 2013 to be effective for the Financial Year 2012-2013. The Centre has initiated necessary actions for the change in maintaining accounting system from Cash to mercantile with effect from 1<sup>st</sup> April, 2012. Members were informed that the Centre makes several miscellaneous / petty expenditures and it is very difficult to apportion such petty expenditure on accrual basis. Likewise, the Centre receives a large number of payments ranging from Rs. 1,000 to Rs.5,000/- for SOL and N-LIST project respectively. After

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detailed discussions and deliberations, the Finance Committee approved switching over of accounting system from cash-based accounting system to mercantile-based accounting System wherein payments up to Rs.3,500.00 and receipts up to Rs.5,000.00 may be accounted on the cash basis.

**4. Replies Furnished to the CAG in Compliance with Audit Queries for the F. Y. 2011-2012**

It was noted that a team of auditors from CAG have audited the Center's accounts for the Financial Year 2009-10 to 2011-12 in the month of August, 2012. The compliance report for the audit objections raised by the CAG was furnished in due time and necessary action have been taken wherever necessary. Members noted that the Centre has submitted convincing reply to the CAG office.

After detailed discussions and deliberations, the Centre was advised to providing depreciating value of assets as per the observation made by the CAG Auditors.

**5. Presentation of Revised Budget Estimates for the Financial Year 2012-2013 and Budget Estimates for the Financial Year 2013-2014**

Mr. Harish Chandra, Administration Officer presented the revised budget estimates for the For the Financial Year 2012-13 and budget estimates of Centre Financial Year 2013-14. Committee considered the budget projections made by the Centre under different plan and non-plan budget heads.

After detailed discussion and deliberations, Finance Committee approved the following budget provisions for the Centre to cover expenditures for all its activities including establishment expenditures, e-journal subscription, workshop and training, awareness programme, conferences / conventions, union database creation, Shodhganga, construction of permanent institutional building, setting of data centre and other infrastructure facilities in new building, procurement of furniture and fixtures, setting-up local area network in the new building , telephony, building management system, public address system and electronic security and surveillance.

Revised Budget Estimates for the F Y 2012-13	Rs. in Lakhs	Budget Estimates for the F Y 2013-14	Rs. in Lakhs
Non-Plan	468.00	Non-Plan	630.00
Plan	15886.00	Plan	17211.00

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**BUDGET BREAK-UP OF INFLIBNET CENTRE (NON-PLAN)**

(Rs. In Lakhs)

Head of Accounts	Actual Expenditure for F.Y. 2011-2012	Budget Estimates for F.Y. 2012-2013	Revised Estimates for F.Y.2012-2013	Budget Estimates for F.Y. 2013-2014
<b>A. REVENUE ACCOUNTS</b>				
Establishment Expenses				
Salary :-	224.50	285.00	283.00	330.00
Staff Loans :-	-	31.00	15.00	31.00
Travel	14.73	22.50	15.00	25.00
Maintenance & Others	96.88	120.50	114.44	164.00
<b>Total :</b>	<b>336.11</b>	<b>459.00</b>	<b>427.44</b>	<b>550.00</b>
Training/Conference/Seminars	13.56	20.00	10.00	30.00
Network Services and Facilities at Centre	-	35.00	1.50	35.00
Library Services at Centre	1.02	6.00	1.70	5.00
Rent for Building & Hostel	15.05	22.00	20.00	-
Organization Development	-	8.00	8.00	10.00
<b>Total of Non-Plan</b>	<b>365.74</b>	<b>550.00</b>	<b>468.64</b>	<b>630.00</b>

**BUDGET BREAK-UP OF INFLIBNET CENTRE (PLAN)**

(Rs. In Lakhs)

BUDGET BREAK-UP OF INFLIBNET CENTRE (PLAN)				
(Rs. In Lakhs)				
Head of Accounts	Actual Expenditure for F.Y. 2011-2012	Budget Estimates for F.Y. 2012-2013	Revised Estimates for F.Y.2012-2013	Budget Estimates for F.Y. 2013-2014
<b>B. CAPITAL ACCOUNTS</b>	23.71	300.00	-	670.00
<b>Total of Capital Accounts :</b>	<b>23.71</b>	<b>300.00</b>	<b>-</b>	<b>670.00</b>
C. E-Subscription Scheme/ Digital Repository of Research	13,947.46	14,700.00	14,500.00	15,225.00
<b>Total of E-Subscription :</b>	<b>13,947.46</b>	<b>14,700.00</b>	<b>14,500.00</b>	<b>15,225.00</b>
D. UGC-INFONET				
1. UGC-INFONET	431.86	-	-	-
2. UGC-INFONET New format	-	1,700.00	-	221.00
<b>Total of UGC-INFONET :</b>	<b>431.86</b>	<b>1,700.00</b>	<b>-</b>	<b>221.00</b>
E. Electronic Thesis and Dissertations (ETD) in universities (Shodhganga)	-	650.00	173.82	278.00
<b>Total of ETD :</b>	<b>-</b>	<b>650.00</b>	<b>173.82</b>	<b>278.00</b>
F : Institutional Building construction	544.04	1,700.00	743.50	817.00
<b>Total of Institutional Building Construction :</b>	<b>544.04</b>	<b>1,700.00</b>	<b>743.50</b>	<b>817.00</b>
<b>Total of Plan :</b>	<b>14,403.03</b>	<b>19,050.00</b>	<b>15,417.32</b>	<b>17,211.00</b>
<b>Grand Total (Non-Plan + Plan) :</b>	<b>14,768.77</b>	<b>19,600.00</b>	<b>15,885.96</b>	<b>17,841.00</b>

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**BUDGET BREAK-UP FOR UNIVERSITIES (TO BE ALLOCATED TO UNIVERSITIES DIRECTLY)**

Items of Expenditure	No. of Universities	(Rs. In Lakhs) Budget Estimates for F.Y. 2013-2014
<b>A. UGC-INFONET New Format</b>		
1. UGC Infonet Resource Centre @ Universities	60	1,560.00
2. Video Conferencing Facilities in Universities	60	1,280.00
3. Data Centres @ Universities	6	600.00
<b>Total for UGC-INFONET New Format :</b>		<b>3,440.00</b>
<b>B. Electronic Thesis and Dissertations (ETD) in universities (Shodhganga)</b>		
1. ETD Lab for New Universities	60	420.00
2. Digitization of Theses in Universities	60	420.00
<b>Total Electronic Thesis and Dissertations (ETD) in universities (Shodhganga):</b>		<b>840.00</b>

**Note :**

Above Budget requirement for the F.Y. 2013-2014 for Universities has been already projected in the XII Five Year Plan Projections report. The above figures are apportioned for the F.Y. 2013-2014 from the XII Five year plan. These Grants are to be transferred/granted by the UGC, New Delhi to concerned universities.

**6. Approval of Writing-off of Rs.8,084.00 towards Income Tax Refund not Received from the Income Tax Department for previous early years and Rs. 3,31,510.00 towards dismantled of Barbed wire Fencing**

After brief discussion and deliberations, committee approved write-off Rs.8,084.00 towards income tax refund not received from the Income Tax Department for the previous early years that remained outstanding as receivable from the IT Dept. The Committee also suggested to continue the efforts for refund of outstanding dues.

The Committee also approved write-off of Rs.3,31,51.00 spent on raising the barbed wire fencing around the plot allocated to the Centre in the year 2006. Members noted that the barb-wired fencing was dismantled with construction of boundary wall around the Institute building.

**7. Presentation of the Audited Accounts for the Financial Year 2011-2012**

The Administrative Officer and Secretary, Finance Committee presented audited accounts of the Centre for the Financial Year 2011-2012. Members noted that the audit was conducted by M/s. Deepak Jayantilal Shah & Co., Chartered Accounts, Ahmedabad appointed by the Centre with the approval of the Finance Committee. The Finance Committee approved the audited accounts for the Financial Year 2011-2012.

**8. Increase in Rates of Subsidy for Canteen Items Served to the Staff Members**

The Canteen Committee, in its meeting held on 4<sup>th</sup> December, 2012, proposed increased

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in rates of subsidy to 50% on the eatables. After a brief discussions and deliberations, Committee approved the increase in subsidy to 50% on the items as proposed by the Canteen Committee for the welfare of the staff members. The revised rates of subsidy shall be implemented w.e.f. 01<sup>st</sup> May, 2013.

#### **9. HRA and Transport Allowance to the Staff Members of the INFLIBNET Centre at the Rate of "A" Class City i.e. Ahmedabad**

Members were briefed that with the construction of permanent institutional building of the Centre at Gandhinagar, the Centre was shifted from Ahmedabad to Gandhinagar w.e.f. 1<sup>st</sup> February, 2013. It was noted that most of the staff members have their own houses at Ahmedabad and their children are studying in various schools / colleges in Ahmedabad. As such, these staff members are staying at Ahmedabad and are commuting from Ahmedabad to Gandhinagar every day.

Members noted that Gujarat Government Gazette Notification issued by the Finance Department on 15<sup>th</sup> Nov., 2002 provides for payment of HRA in Gandhinagar at par with Ahmedabad to the staff of State Govt. working in Gandhinagar. It has also been confirmed from NIFT, NID, IPR and other neighbouring organizations are also paying HRA and Transport Allowance @ rate of Ahmedabad ("A" Class City).

After detailed discussions, deliberations consideration of facts mentioned above, the Finance Committee approved the payment of HRA and Transport Allowance @ rate of "A" Class City i.e. Ahmedabad to the permanent staff members working in the Centre.

#### **10. Rs-Appointment of Auditors for the Financial Year 2013-2014 and 2014-2015**

The Finance Committee, in its 17<sup>th</sup> meeting held on 22<sup>nd</sup> December, 2011 at Delhi had approved appointment of M/s. Deepak Jayantilal & Co, Ahmedabad for two Financial Years i.e. 2011-12 and 2012-13. The Auditors have carried out their duties satisfactorily and in effective manner and completed the audit of the Centre including preparation of balance sheet well in time. The Committee approved re-appointment of M/s. Deepak Jayantilal & Co., Ahmedabad as statutory auditor for the Centre for a further period of two years i.e. 2013-14 and 2014-15 with the enhancement of remuneration from Rs.40,000/- to Rs.50,000/- per annum.

#### **11. Approval of Writing-Off of Fans, Electric Fixtures, Tube Lights and Other Items costing Rs.3,89,347.00 handed over to Gujarat University and to Ahmedabad Education Society at the Time of Handing Over the Premises**

Members were briefed that the Centre was shifted from its hired premises in Gujarat University campus at Ahmedabad to its own Institutional Building at Infocity, Gandhinagar between 21<sup>st</sup> and 31<sup>st</sup> January, 2013. The hired office premises were handed over to Gujarat University on 1<sup>st</sup> February, 2012 with all dues settled. Further, hostel premises hired from the Ahmedabad Education Society were also vacated on 28<sup>th</sup> February, 2013 and handed over to them on 1<sup>st</sup> March, 2013.

While vacating old premises at Gujarat University, various electrical fittings like tube lights, power sockets, fans, venetian blinds, parking sheds, guard post, sign boards, geysers, etc. which were either not useful at new premises or would have become unserviceable, if

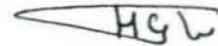
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detached from its fitting, were handed over to Gujarat University in case of offices and Ahmedabad Educational Society in case of hostels, as a gesture of goodwill. It was realized that the Centre also have to pay for their dismantling charges, etc.

The total cost of these items handed over to Gujarat University and Ahmedabad Educational Society was approximately Rs. 3,89,347.00. The Committee approved the writing-off of fans, light fittings and fixtures costing Rs. 3,89,347.00. The Finance Committee also approved disposal of these items to Gujarat University and Ahmedabad Education Society respectively.

Meeting ended with the vote of thanks to the chair.



(Harish Chandra)  
Admn. Officer (PA&F)  
Non-Member, Secretary, FC.



(Dr. Jagdish Arora)  
Director, INFLIBNET Centre,



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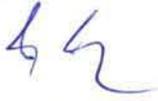
(Prof. N. Mukunda)  
Chairman, FC & GB, INFLIBNET Centre.



## Information and Library Network Centre

An IUC of University Grants Commission

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ATTENDANCE SHEET		
19 <sup>th</sup> Meeting of the Finance Committee of INFLIBNET Centre held on 13 <sup>th</sup> April, 2013 at INFLIBNET Centre, Infocity, Gandhinagar		
Sr. No.	Name of the Finance Committee Member	Signature
01.	Prof. N. Mukunda Chairman, FC & GB of INFLIBNET Centre <b>Chairman, FC</b>	
02.	Dr. Akhilesh Gupta Secretary University Grants Commission Bahadur Shah Zafar Marg, New Delhi – 110 002	
03.	Mr. Upamanyu Basu, IRS Financial Advisor University Grants Commission Bahadur Shah Zafar Marg, New Delhi – 110 002	
04.	Dr. (Mrs.) Renu Batra Joint Secretary (IUC/MC) University Grants Commission Bahadur Shah Zafar Marg, New Delhi – 110 002	
05.	Prof. J. P. Gupta Vice-Chancellor Sharda University Plot No.32-34, Knowledge Park-III, Greater Noida, UP – 201 306	
06.	Dr. Jagdish Arora Director INFLIBNET Centre Gandhinagar – 382 007	
07.	Shri Ashok Kumar Rai Scientist – D (CS) INFLIBNET Centre Gandhinagar – 382 007	
08.	Shri Harish Chandra Admn. Officer – (PA&F) INFLIBNET Centre Gandhinagar – 382 007	