

SBSCE7/F2R/141

9/5/03

SHAHEEL BHAGAT SINGH  
COLLEGE OF ENGINEERING AND TECHNOLOGY  
MOGA ROAD, FEROZEPUR - 152001 (Pb.)

Accounts Section

11<sup>th</sup> F.C.

AGENDA  
THE ELEVENTH MEETING OF THE FINANCE COMMITTEE

Pages = 192

I/C Accts. Br.

*[Signature]*  
09-05-03.

Venue : Office of the Secretary  
Government of Punjab,  
Department of Technical Education &  
Industrial Training,  
Mini Secretariat, Sector 9,  
Chandigarh

Date : 7<sup>th</sup> April 2003.  
Time : 11-30 AM

## TABLE OF CONTENTS

ITEM NO.	PARTICULARS	PAGE NO.
	Constitution of the Finance Committee	03
11.1	Confirmation of Proceedings of the 10 <sup>th</sup> Meeting of Finance Committee.	04
11.2	To report Action Taken on the decision in 10 <sup>th</sup> meeting of Finance Committee.	05-09
11.3	Summary of Budget Estimate for the Financial Year 2002-03.	10-23
11.4	Interest of GPF/CPF to the employees for the year 2002-03.	24
11.5	Revision in 'Basic Pay Criteria' for the purpose of PROMOTIONS/SELECTION OF STAFF	25
11.6	Review of Reorganisation Case.	26
11.7	Promotion Criteria for Library Staff.	28
11.8	Promotion Policy for Admn. Staff.	30
11.9	Qualification & Experience for the "Promotion" of Admn. Staff.	31
11.10	Re-Employment of Retired Personal.	32
11.11	Recruitment of staff / faculty on contract basis.	33
11.12	Fixation of salary @ Rs.14940/- after completion of Five year of service as Assistant Professor.	34
11.13	Pay fixation of Training & Placement Officer / System Manager / Workshop Supdt./ System Analysts / Foreman Instructor/Computer Programmer.	36
11.14	Shifting some of the sanctioned posts to the new branches of Electronics & Communication Engg. & Electrical Engg.	37
11.15	Regarding Maintenance of Residential Buildings.	39

11.16	Review of Promotion-Percentage in respect of Class IV employees ( Laboratory Attendants / Workshop Attendants & Peons	40
11.17	Review of Intre-Se-Seniority due to conversion of posts of Care-Takers / Assistant Store Keeper into the posts of Clerical Cadre.	41
11.18	Grant of Ex-gratia increments to Prof.R.P.Singh Suker-Chakia Principal, SBSCET, Ferozepur.	42
11.19	Re organisation of Technical Posts.	44
11.20	Revised Slab-Structure for House Allotment due to revision of Pay Scales.	46
11.21	Authorization to Principal to write off / disposal off unservicable Items at his own level	47
11.22	Revision of Pay Scale of Lab. Assistant.	48
11.23	Any other item with the Permission of the Chair.	



## CONSTITUTION OF THE FINANCE COMMITTEE

1. Secretary to Govt. of Punjab,  
Deptt. Of Technical Education &  
Industrial Training, Chairman
2. Principal Secretary to Govt. of Punjab,  
Deptt. of Finance  
or his representative  
(not below the rank of Jt. Secretary) Member
3. Director,  
Technical Education &  
Industrial Training, Pb. Member
4. Principal,  
Shaheed Bhagat Singh College  
of Engg. & Tech, Ferozepur. Member
5. Registrar,  
Shaheed Bhagat Singh College  
of Engg. & Tech., Ferozepur. Member - Secretary

Item No.11.1

**Confirmation of proceedings of the Tenth Meeting  
of the Finance Committee.**

The proceeding of the 10<sup>th</sup> meeting of the Finance Committee held on March 25, 2002 were circulated to the members of the committee for information and comments if any, vide memo No.SBSCET/FZR/FC/423-425 dt.16-04-2002 . Annex. pp.50-53)

No comments have been received from any of the members, and Minutes duly approved by PSTE/IT. The proceedings are placed before the Finance Committee for confirmation please.

**Item No. 11.2 To report the action taken on the decisions of 9<sup>th</sup> & 10<sup>th</sup> meetings of the Finance Committee.**

**Item No. 10.1 Confirmation of proceeding of 9<sup>th</sup> Meeting of the Finance Committee**

Decision The proceedings of 9<sup>th</sup> Meeting of the Finance Committee held on 16.07.2001 were confirmed.

Action No action called for.

**Item No. 10.2 To report action taken on the decisions of 9<sup>th</sup> Meeting of the Finance Committee.**

Decision Action taken on the decisions in the 9<sup>th</sup> Meeting of the Finance Committee as were reported by the Principal were noted.

For Item No. 9.10, in compliance to the decision taken in the 9<sup>th</sup> Meeting of Finance Committee, a local committee has been constituted to study and scrutinize the present purchase rules and to submit its recommendations. The same will be put up in 11<sup>th</sup> Meeting of Finance Committee.

Action The Item has yet not been completed and will be put up in the next meeting of the Committee.

**Item No. 9.12(ii) Change of Nomenclature of Laboratory/Workshops Staff**

Decision The item was approved. However, decision could not be implemented. It was proposed that this Item will again be put up before the Finance Committee in its next Meeting after a thorough discussion with the concerned staff members.

Action The decision could not be implemented for want of clarity and due to haziness as all the concerned staff-members having same designation (Lab. Asstt.) did not unanimously agree for the change of their designation to Junior Technician. Thus there would be two Designations for the same post (i.e. the Junior Technician and the Lab. Assistant) & in the same pay scale. It is separately being put up for discussion.



Item No.10.3 Approval of Budget Estimates for the Financial year 2002-03.

Decision Budget was approved, however Finance Committee unanimously recommended that excess budget may be got included in the PLAN SCHEME for the financial year 2002-03.

The proposed budget for the Financial year 2003-04 was immediately sent, by hand, to DTF & IT on 26.3.02 for getting the excess budget included in the Plan Scheme of financial year 2003-04, as recommended by Finance Committee.

Action Budget was approved as desired by the Committee the Budget was also sent immediately by hand to DTE/IT for getting the excess budget included in the plan scheme of the Financial Year 2002-2003.

Item No.10.4 Enhancement of fee (Hostel charges component)

Decision The items was approved.

Action The action for enhancement of fee was with held by the State Govt. (Annex pp 54-56)

Item No.10.5 Approval of Enhancement charges for the private use of college vehicle

Decision The items was approved.

Action Decision implemented (Annex pp 57)

Item No. 10.6 To approve the proposal for setting up of a fully furnished office-cum-waiting hall for the visitors in the Principals residence.

Decision The item was deferred for the time being

Action The item was differed momentarily due to Financial Crises and the action is again requested.

Item No. 10.7 Approval to dispose-off miscellaneous items

Decision The items was approved.

Action Decision implemented (Annex. pp 58)

Item No. 10.8 Implementation of revised career promotion scheme.

Decision The item was approved.

Action : Decision could not be implemented as some clarification were sought from the PSTE/IT, DTF/IT (Annex. pp59-60) . However the issues were clarified to the Secretary Technical Education in a Special meeting with him on dt.20.1.03 and the Hon'ble Secretary decided the issues on the spot however the copy of the decision in writing is still awaited The schedule will be implemented after the request of the aforesaid decision of the Hon'ble Secretary.

Item no. 10.9 Declaring supporting staff in workshop and labs as vocational staff.



- Decision Decision implemented (Annex.pp 61).
- Action Decision implemented and office order has been issued vide No.3149-64 dt.27.6.02
- Item No.10.10 Two advance increments to Dr.R.P.Singh Sukerchakia, Principal SBSCET, FZR.
- Decision Since the case is pending with the State Govt. the same will be taken up in the Finance Committee after the State Govt. takes some decision on it.
- Action No decision taken by the State Govt. till date.
- Item No.10.11 Conversion of Post of Caretaker/Assistant Storekeeper
- Decision : Request of Caretakers and Assistant Storekeeper acceded. Their inter-service seniority, in the clerical cadre, will be counted from the date of their joining/selection in the College.
- Action : Decision implemented (Annex. pp 62) in the spirit of the policy decided in the meeting however a few of the aggressive Clerical Cadre have given their representation for a partial review of the decision the same is placed before the Committee as agenda item 11.17 on page No.41.
- Item No.10.12 Designating Extra Mural duties
- Decision Nomenclatures will be retained as such, as existed before, without change.

Action : Decision implemented further no action called for.

Item No. 10.13 Approval for the rate of interest payable on Contributory Provident Fund/ General Provident Fund to the College Employees.

Decision The item was approved.

Action The decision was implemented and employees credited to their GPF/CPF amount.



Item No. 11.3 Approval of Budget Estimates for the year <sup>2003-2004</sup> 2002-2003

The budget estimates for the financial year <sup>2003-2004</sup> 2002-2003 have been prepared keeping in view the requirements of the college especially for the construction of unavoidable buildings, purchase of machinery/equipment and to provide other 'essential facilities' and infrastructure, so as to efficiently conduct the academic curricular and other co-curricular activities of the college as per the AICTE norms.

The College is currently running following <sup>6 (Six)</sup> (Seven) courses:

- |                                |                      |
|--------------------------------|----------------------|
| i) Computer Sci. & Engg.       | ii) Mechanical Engg. |
| iii) Production Engg.          | iv) Industrial Engg. |
| v) Chemical Engg.              | vi) Material Engg.   |
| vii) Electronics & Comm. Engg. |                      |

All the above courses have been approved by AICTE subject to creation of necessary facilities and infrastructure. Due to non-receipt of sufficient funds Grant-in-aid from the Punjab State Govt., the construction of buildings and purchase of machinery and equipment has been totally stalled. The academic activity related to laboratory-class demonstrations and training which is so vital, essential, and crucial to professional education is suffering irreparably at the cost of academic health of the students, for want of sufficient funds. Funds are urgently needed to meet the necessary requirement of buildings and machinery.

It is further added that due to non-receipt of adequate Grant-in-aid this college has utilized the 'other funds' to the tune of Rs. <sup>138.77</sup>173.00 lacs. (Refer <sup>L.P. 2 Ser. No. A(5) col. 7)</sup> Annex-p.182 from other accounts, like, students activities, University, Hostel dues, Misc. Funds etc. to meet the unavoidable, recurring and other important expenditures of the college. This is legally not permissible, and A.G. Auditors have already objected to it (refer Annex. pp.183-184 regarding diversion of funds). A copy of the minutes regarding approval of estimated expenditure is placed at Annex. pp.51-52 Item No.10.3 however the college did not receive even a single paisa as Non Recurring component of grant in the year ~~2002-2003.~~ <sup>2003-04</sup>

Total strength of the students in the year 2002-2003 is 850 against the sanctioned intake of 1056 for the year. The income of the college has sharply dwindled due to this vis-à-vis the expected income if all seats having been filled (Rs.397.50) Govt. has imposed the cut presuming all seats having been filled up, but that is far from the truth. The actual revenue is 273.74 against the expected revenue 213.00 lacs.

It is stated here that adequate grants were not released to the college w.e.f. year 1996-97 to 2002-03. The work of the college has suffered badly due to non availability of funds. The case for releasing of funds to meet the essential academic requirements, as per the AICTE norms (i.e. construction the building and to purchase the machinery equipment) was also placed before the Board of Governors during its fourth meeting held on dt.14.5.98 at Chandigarh.

It is further added that the sanction of Rs.203.00 lacs (as balance amount of grant in aid) was accorded by the State Govt. vide Endst.No.1100-04 dt.30.03.2001 for the year 2000-01 (Refer Annex.p.185-187) but this amount has not been received by the College.



It is further added that due to non-receipt of adequate Grant-in-aid this college has utilized the 'other funds' to the tune of Rs.173.00 lacs.(Refer Annex.p182 from other accounts, like, students activities, University, Hostel dues, Misc. Funds etc. to meet the unavoidable, recurring and other important expenditures of the college. This is legally not permissible, and A.G.Auditors have already objected to it ( refer Annex. pp.183-184 regarding diversion of funds).A copy of the minutes regarding approval of estimated expenditure is placed at Annex.pp.51 Item No.10.3 however the college did not receive even a single paisa as Non Recurring component of grant in the year 2002-2003.

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It is further added that the sanction of Rs.203.00 lacs(as balance amount of grant in aid ) was accorded by the State Govt. vide Endst.No.1100-04 dt.30.03.2001-for the year 2000-01(Refer Annex p.185-187) but this amount has not been received by the College.

Summary of Budget Estimate for the Year 2002-2003

2003-2004

Particulars

EXPENDITURE

A. Non-Recurring

Proposed Expenditure

387.77

-410.00

(Refer Non-Recurring Expdt. for the year 2002-2003 on pp.14, column 7)

Additional demand urgent

1048.00

-1018.00

(Refer Non-Recurring Expdt. for the year 2002-2003 on pp.14, column 8)

B. Recurring

520.50

-530.85

(Refer Recurring Expdt. for the year 2002-2003 on pp.14 & 15, column 7)

Total:

1956.27

-1958.85

C. Receipts

1958.85

1956.27

(Refer proposed receipt for the year 2002-2003 p 16)

D. Deficits

-Nil-



**SCHEDULE OF NEW EXPENDITURE(S) FOR THE YEAR 2002-2003**

SOE	Amount as per Project report based on year 1994	Actual Expt (total) incurred upto 31-3-2001	Approved Budget estimate for the year 2001-2002	Actual Expt. for the year 2001-02	Total/(Actual) Expt. w.e.f. 1994 till 31-3-02	Proposed Budget estimate for the year 2002-2003	Additional demand for urgent Expt. For the year 2002-2003	SOE
<b>(A) Non Recurring</b> (for detail see page 17 & 19)								
1. Land	300.00	683.12	50.00	3.75	686.87	-Nil-	-Nil-	
2. Building & Development Works(pp 17 & 67)	2168.00	2303.98	790.00	-Nil-	2303.98	100.00	690.00*	
3. Machinery and Equipment(pp 18 & 69)	875.00	166.15	340.00	8.71	174.86	105.00	265.00*	
4. Other facilities(pp 19 & 68)	290.00	117.03	88.00	3.08	120.11	32.00	63.00*	
5. Other liabilities (Refund of funds used from the other heads standing against the college as on 31-3-2002)	- Nil-	- Nil-	173.00	- Nil-	- Nil-	173.00	- Nil-	
<b>TOTAL</b>	<b>3633.00</b>	<b>3270.28</b>	<b>1441.00</b>	<b>15.54</b>	<b>3285.82</b>	<b>410.00</b>	<b>1018.00</b>	
<b>B (a) Recurring</b>								
1. Pay & Allowances(pp 20 & 70-82)	260.00	484.90	332.75	204.92	689.82	394.50	-Nil-	
2. TA/DA & LTC(p 20)	260.00	481.98	330.00	201.29	683.27	390.00	-Nil-	
3. Medical Reimbursement(p 20)	- Nil-	2.62	2.00	3.10	5.72	3.50	-Nil-	
Total B(a)	260.00	484.90	332.75	204.92	689.82	394.50	-Nil-	

	1	2	3	4	5	6	7	8
<b>(B) Other Contingencies</b>	30.00	186.71	117.35	66.20	250.91	149.35	-NII-	-NII-
1. Water and Electricity(p 21)	61.05	30.00	24.08	85.13	36.00*	-NII-	-NII-	-NII-
2. Telephone (p21)	2.63	2.00	0.96	3.59	3.00*	-NII-	-NII-	-NII-
3. Vehicle and Maintenance(p 20)	7.11	3.00	2.78	9.89	4.00*	-NII-	-NII-	-NII-
4. Advertisement(p 22)	2.60	1.25	0.40	3.00	2.00*	-NII-	-NII-	-NII-
5. Raw Material(p 22)	2.89	3.00	0.24	3.13	4.00*	-NII-	-NII-	-NII-
6. Printing and Stationery(p 22)	5.35	3.00	1.40	6.75	4.00*	-NII-	-NII-	-NII-
7. TA/DA and Hon. to Experts(p 22)	0.53	0.75	0.03	0.56	1.00*	-NII-	-NII-	-NII-
8. Office Expenditure(p 22)	1.48	1.00	0.05	1.53	1.50*	-NII-	-NII-	-NII-
9. Horticulture and Land Scaping(p 22)	0.39	1.00	0.08	0.47	1.50*	-NII-	-NII-	-NII-
10. Newspaper and periodicals(p 22)	0.92	0.50	0.35	1.27	1.00*	-NII-	-NII-	-NII-
11. Postage and Telegrams(p 22)	0.63	0.35	0.34	0.97	0.35*	-NII-	-NII-	-NII-
12. Entertainment to guest/meeting(p 22)	0.58	0.50	0.11	0.69	1.00*	-NII-	-NII-	-NII-
13. Maintenance of building (p 23)	38.04	18.00	13.39	51.43	20.00*	-NII-	-NII-	-NII-
14. Purchase of Medicines(p 22)	0.58	1.00	0.05	0.63	2.00*	-NII-	-NII-	-NII-
15. Liversies & Uniforms(p 22)	0.41	1.00	NII	0.41	2.00*	-NII-	-NII-	-NII-
16. Reimbursement of books to teachers(p22)	0.88	0.75	NII	0.88	2.00*	-NII-	-NII-	-NII-
17. College function(p22)	0.03	2.00	0.01	0.04	3.00*	-NII-	-NII-	-NII-
18. Freeship to Students(p23)	15.40	21.00	3.86	19.26	25.00*	-NII-	-NII-	-NII-
19. Security of Campus/Hot/House keeping(p 23)	30.32	13.00	10.70	41.02	15.00*	-NII-	-NII-	-NII-
20. Maint. Of Machinery & Equipments(p 22)	10.64	6.00	1.54	12.18	8.00*	-NII-	-NII-	-NII-
21. Interest Bearing Loan Scooter, Car(p 22)	NII	2.00	-NII-	-NII-	2.00*	-NII-	-NII-	-NII-
22. Conference Seminar & Membership fee(p22)	0.15	0.25	0.56	0.71	1.00*	-NII-	-NII-	-NII-
23. Insurance of Equipment & Vehicle(p22)	1.10	2.00	0.27	1.37	3.00*	-NII-	-NII-	-NII-
<b>Total of B(p)</b>	<b>186.71</b>	<b>117.35</b>	<b>66.20</b>	<b>250.91</b>	<b>136.35</b>	-NII-	-NII-	-NII-
<b>Total B (a+b)</b>	<b>290.00</b>	<b>671.61</b>	<b>450.10</b>	<b>271.12</b>	<b>940.73</b>	<b>530.85</b>	-NII-	-NII-
<b>Grant Total (A+B)</b>	<b>3633.00</b>	<b>3270.28</b>	<b>1891.1</b>	<b>286.66</b>	<b>3285.82</b>	<b>940.35</b>	-NII-	<b>1018.00</b>

Note:-

\*\*Total for recurring expenditure for one year

\*\*\*Total of Non-recurring expenditure is progressive

+Other Liabilities are on account of fund utilised from other accounts due to non-receipt of funds

from the Govt.(Grant-in-aid). This amount is to be reimbursed to other Heads as per detail given on Page No.

\* Proposed budget is 15% over and above the budget for financial year 2001-2002. As the funds

were not received last year, so the money has again been demanded for the same expenditure with 15% extra

due to escalation in price index.



SUMMARY OF ANTICIPATED RECEIPTS

	Proposed 2001-02	Actual Receipt 2001-02	Proposed Receipt 2002-03	Remarks
A. Opening Balance	73.65	93.35	93.35	
B. I) Grant-in-aid allocated by State Govt.	350.00	38.29	235.00	
ii) Grant-in-aid under Special Component	-Nil-	-Nil-	-Nil-	
C. Bank Interest	1.00	3.74	4.00	
D. Fees	213.00	233.74	397.5	
E. Misc. receipt(Sale of Forms, Rent, & Elect.) transportations, furniture rent & NPP etc.)	6.45	8.53	8.00	
F. Loan from other heads(re-payable)	-Nil-	178.28	-Nil-	
G. Grant-in-aid related to the previous year 2000-2001	203.00	-Nil-	203.00	
(Sanctioned released but actually not received				
H. Additional demand urgent	1040.00	-Nil-	1018.00	
Other repayable	-Nil-	22.71	-Nil-	
<b>Total</b>	<b>1887.10</b>	<b>557.54</b>	<b>1958.85</b>	

## Justification for Expenditure

### A. Non-Recurring Expenditure

#### 1. Land

A total sum of Rs.686.87 lacs has been incurred upto 31.3.2002 out of which 553.35 lacs has been paid only in compliance with the verdicts of litigations in various courts including the Hon'ble High Court ( against an amount of Rs.300.00 lacs as provided in t he details of approved Project Report of the college, based on the land values of 1994).

#### 2. Building & Development Works

A sum of Rs.2168.00 lacs had been earmarked in the details of the approved Project Report of the college for a total plinth area of 56759 sq.mt. However, an actual amount of Rs.2303.98 lacs has already been spent upto 31.3.2002.

It is further added here that there are still outstanding dues to the tune of Rs.150.00 lacs approx., payable to NBCC Ltd.(Annexure- pp67 )

Keeping in view the inadequate grant allocated/released by the Punjab Govt. to this college in financial year 2001-2002 & 2002-2003 .. a total sum of Rs.790.00 lacs Annex.P.14 is now being demanded,including the amount of Rs.690.00 lacs(p.44coloum 8) under the head "additional demands"



The details of proposed construction of buildings are placed at Annexure P 67. The construction of buildings and other Development Infrastructure is essential and is unavoidable as per norms of AICTE. It is further added that the construction work was scheduled to be completed by Oct.97, but the same could not be completed due to meagre allocation of funds, during the year 1996-97, 1997-98, 1998-99, 1999-2000, 2001-2002. Because of paucity, of funds the construction work has suffered badly. And the project cost has escalated by more than 35% to 45% owing to increased cost of materials & labour from 1995 to 2002 @ 10% per annum. The case for an enhancement of the amount already provided in the Project Report will be taken up separately.

### 3. Machinery & Equipment

A sum of Rs.875.00 lacs is provided in the detailed Project Report of the college. Rs.174.86 lacs have been spent upto 31.3.2002, and only Rs.8.71 lacs was spent during the financial year 2001-2002 against the approved budget estimate of Rs.340.00 lacs.

It is stated that due to non-availability of funds the process of purchase of machinery and equipment has suffered badly and hence the development of laboratory infrastructure. It is adversely affecting the technical/professional training of the students.

The detail of the required unavoidable machinery and equipment are given in Annexure PP 69, Rs.370.00 lacs as proposed in the budget estimate for the year 2002-2003 is thus, justified for the infrastructure development of the

college and in the interest of the professional and Technical training and teaching of the students.

4. Other facilities

A sum of Rs.290.00 lacs is provided in the detailed Project Report for the Other Facilities like. Furniture and fixtures, library books, office equipment, sports equipment, telephone communication systems. Transport (Annex. pp-68)

Rs.120.11 lacs have been incurred upto 31.3.2002. These facilities are required and essential as per Project Report. But the same could not be provided due to non availability of funds Rs.3.08 lacs have only been spent during the financial year 2001-2002 against the approved budget estimate of Rs.88.00 lacs\*.Rs. Nil were spent in 2002-2003.

It is added here that the case for the purchase of a tractor and ambulance was completely processed and approved, by the Competent Authority but the Purchase Orders could not be placed for want of funds. The amount of Rs.95.00 lacs as proposed in the budget estimate for the financial year 2002-2003, for Other Facilities is justified to meet the requirements of the College and to provide the Other Facilities to the students.



B(a) **Recurring Expenditure**

1. **Pay and Allowances**

A sum of Rs.201.29 lacs was incurred during the financial year 2001-2002 against the approved budget estimate of Rs.330.00 lacs as proposed in the Budget Estimate for that financial year.

Rs.390.00 lacs are required for the payment of pay and allowances(refer, P.14 and Annexure 70-82,). The amount proposed is therefore justified.

2. **T.A/D.A & L.T.C.**

A sum of Rs.3.10 lacs was incurred during the financial year 2001-02 for TA/DA & L.T.C against the approved budget estimate of Rs.2.00 lacs.

Rs.4.00 lacs has been proposed in the budget estimate(refer p.14) for the financial year 2002-2003. The amount demanded for the proposed expenditure is justified. Keeping in view the strength of the teaching and the non teaching staff.

3. **Medical Reimbursement**

A sum of Rs.0.53 lacs had been incurred during the financial year 2001-2002 against the approved budget estimate of Rs.0.75 lacs(refer p.14 )

A sum of Rs.1.00 lacs has been proposed in the Budget Estimate for the financial year 2002-2003(refer p.14 ) The proposed expenditure is justified keeping in view the medical reimbursement provided to the staff by the State Govt.

b. **Other Contingencies**

1. **Water & Electricity**

A sum of Rs.24.08 lacs had been incurred during the year 2001-2002 against the approved budget estimate of Rs.30.00 lacs. It is further added that a sum of Rs.2.98 lacs was recovered from the staff and shop-keepers on account of use of electricity power.

Rs.36.00 lacs proposed in Budget Estimate for the Financial year 2002-2003 , is justified.

2. **Telephone**

A sum of Rs.0.78 lacs had been spent against the approved amount of Rs.2.00 lacs in the budget estimate of the year 2001-2002(p.15 )

A sum of Rs.3.00 lacs has therefore been proposed for the financial year 2002-2003 (p.15 ) Eleven telephones are installed in the offices/departments/hostels. Therefore the proposed expenditure is justified.

3. **Vehicle repair and Maintenance**

A sum of Rs.2.78 lacs had been incurred against the amount of Rs.3.00 lacs as approved in the budget estimate of the financial year 2001-2002.



A sum of Rs.4.00 lacs has now been proposed in the budget estimate for the financial year 2002-2003. The proposal is made keeping in view the increasing prices of diesel and petrol etc. A sum of Rs.0.41 lacs was recovered on a/c of the private use of vehicles. The same amount (i.e.Rs.0.40 lacs) is expected to be recovered on a/c of private use of vehicle during the financial year 2002-2003.

4. Advertisements	Rs.2.00 lacs
5. Raw materials	Rs.4.00 lacs
6. printing and stationery	Rs.4.00 lacs
7. TA/DA to experts	Rs.1.00 lacs
8. Office expenditure	Rs.1.50 lacs
9. Horticulture and Land scaping	Rs.1.50 lacs
10. Newspapers and Periodicals	Rs.1.00 lacs
11. Postage & Telegrams	Rs.0.35 lacs
12. Entertainment to Guests	Rs.1.00 lacs
13. Purchase of Medicines	Rs.2.00 lacs
14. Liveries and Uniforms	Rs.2.00 lacs
15. Re-imbusement of Books to teachers	Rs.2.00 lacs
16. College Function	Rs.3.00 lacs
17. Maintnance of machincry and equipment etc.	Rs.8.00 lacs
18. Interest bearing scooter/car loan fund	Rs.2.00 lacs
19. Conferences Seminars & Membership fee	Rs.1.00 lacs
20. Insurance of vehicles.	Rs.3.00 lacs

Keeping in view the ever increasing prices, the proposed expenditure on the above said heads is demanded for the financial year 2002-2003. The proposed expenditure is justified.

13. **Maintenance of Buildings**

A sum of Rs.13.39 lacs was spent against the approved Budget Estimate of Rs.18.00 lacs during the Financial Year 2001-2002.

A sum of Rs.20.00 lacs has therefore been proposed in the Budget Estimate for the Financial Year 2001-2002 also. This expenditure includes wages payable to the workers employed for the maintenance of buildings. The proposed expenditure is justified.

18. **Freeship to the Students.**

A sum of Rs.3.86 lacs was spent against the approved budget estimate of Rs.21.00 lacs during the financial year 2001-2002.

A sum of Rs.12.00 lacs has now been proposed in the budget estimate for the financial year 2002-2003. It is informed that full and half freeship of tuition fees are reimbursable to 5% of students, as per rules on merit basis, admitted in to the college. The proposed expenditure is justified.

19. **Security of Campus/Horticulture/House keeping**

A sum of Rs.10.70 lacs was spent against the budget Estimate of Rs.13.00 lacs for the Financial Year 2001-2002. A sum of Rs.15.00 lacs approx. has been proposed for the budget estimate for the Financial Year 2002-2003 (refer p.15) It is added that these services are engaged on contractual basis, Wages as fixed by the D.C. Ferozepur are payable to the manpower engaged for this purpose. Thus the proposed expenditure is justified.



**Item No. :11.4 Approval for the rate of interest payable on Contributory Provident Fund/General Provident Fund to the College Employees.**

The rate of interest payable to the employees of this college on the CPF / GPF was approved 9.5% per annum for the year 2001-02 by the Finance Committee in its Tenth meeting vide Agenda Item No.10.13(a,b) Annex. pp-52.

In accordance with the College Bye laws Rule No.7.11(a), (b), (c) and (d) the college has invested the amount of CPF / GPF in long term fixed deposit receipts in the Nationalized Banks. The college is earning interest on these FDI @ 6.25 p.a. to 12 % p.a.. It is further added that all FDR's done before March,2003 were @ 8.25%, 9.75%, 10.25%, 10.75%, 11%, 11.5% and 12% p.a. respectively Annex.63-65.

The Finance Committee has already approved the interest rate @ 9 % for BCET, Gurdaspur for the year 2002-2003 Annex.pp-66.

It is proposed that interest on CPF (employees share as well as college share) and GPF be paid @ 9 % for the year 2002-03 to the employees of the College amount of interest will be credited to the individual CPF/GPF accounts of employees as per College Bye-laws.

The matter is placed before the Finance Committee for consideration and recommendation to the B.O.G. for approval.

**ITEM NO. 11.5 REVISION OF BASIC PAY CRITERIA FOR THE PURPOSE OF PROMOTIONS / SELECTIONS OF STAFF.**

As per the College Bye-Law 4.3 (a) the posts in the pay-scale with initial pay of Rs. 2200/- and above, are to be filled-up through 'Direct appointments' as well as through 'promotion' in ratio of 3:1.

The pay-scales of teaching and non-teaching posts have been revised w.e.f. 01.01.1996 and stand implemented in this college. The initial pay of Rs. 2200/- for non-teaching posts is equivalent Rs. 7880/- for these posts.

College Bye-Law 4.3 (a) ( Annexure pp- 83 ) provides for filling up of Non-teaching posts as per details given below :-

Category of Posts	Mode Recruitment
1. Posts with salary of Rs. 2200/- (now Rs. 7880/- ) and above	Will be filled up through 'Direct Recruitment' and through 'promotion' in the ratio of 3:1
2. Posts with salary less than Rs.2200/- ( now Rs. 7880/-)	Filled up by 'Direct appointment' & through promotion on 50:50 basis.

The Punjab Pay-Scales have since been revised by the 4<sup>th</sup> Pb.Pay Commission, and accordingly, the basic salary of Rs. 2200/- has been equated to Rs. 7880/- in the new pay-scale of Rs. 7880-11660 for the post of Assistant Registrar / or, any other equivalent posts etc.

It is recommended to the Committee that the initial pay of Rs. 2200/- in the old pay scale may now be taken as Rs. 7880/- in the revised Pb.pay-scale of Rs. 7880-11660 for all future Non-teaching cadre recruitments / promotions of Ministerial / Technical and other supporting staff.

Put up for the approval of the Committee.



**Item No.11.6 Review of reorganisation case.**

Mr.Sat Pal, Mr.Ram Kumar Chopra & Mr.Raghibir Singh, Sr.Asstts. vide their request dated 17.11.2k, and subsequent Reminders dt 11.12.2k, 18.12.2k & 24.4.2001 ( Annexure pp 84-87) have requested for the review of re-organisation case of Supdtt. Grade - II posts, approved by the PSTF & IT and subsequently by the Chairman BOG on 28.6.2000.

The details of posts prior to reorganization, and the subsequent revised list of posts after the aforesaid reorganization, which was duly approved by the Chairman, BOG vide Noting No. 991-F dated 28.6.2000 ( Annexure pp 88-90), are given below :

S.No. Name of posts	Details of Sanctioned posts PRIOR to Reorganisation (dt. 28.6.2000)	Details of Posts sanctioned after the Reorganisation (dt. 28.6.2000)
1. Assistant Registrar	Nil	02
2. Supdtt. Grade-II	08	05
3. (a)Steno-typists	20	13
(b)Clerk	13	20

In the aforesaid re-organization (dt 28/6/2000), provision for 02 posts of Assistant Registrar was made and these posts were sanctioned and introduced in lieu of the 03 posts of Supdtt. Grade-II which stood reduced to 05 from the previous 08; and 07 posts of Clerks were increased by decreasing a corresponding number of posts of Steno-typists.

At present there are 04 Senior Assistants who are drawing the basic pay of Rs. 6800/- in the pay scale of Rs. 5800-9200 and thus all of them are now drawing a basic-pay ( Rs. 6800/-) which is more than the STARTING / INITIAL Basic Pay of the next higher post of Supdtt. Grade-II ( i.e. Rs. 6400/- in the pay scale of Rs. 6400-10640). The Institute being an autonomous body these employees have very limited scope of promotion as they cannot be transferred anywhere else. As per College Bye-Law 4.3, the posts of Supdtt. Grade-II are to be filled in both by direct recruitment as well as through promotion in the ratio of 50:50. If the posts of Supdtt. Grade - II had not been decreased from 08 to 05 during the aforesaid reorganization as approved on 28.6.2000, then all these 04 Senior Assistants could have been promoted as Supdtt. Grade-II. So by decreasing of the posts of Supdtt. Grade - II has caused heart burning to this category of staff and their case is again now put up for reconsideration.



As per the approved proposal of re-organisation vide dated 28.6.2k (Annexure pp 88-90 ) the Qualification & Experience for the posts of Supdt Grade - II, is Graduate with 15 years of experience out of which 5 years should be as Senior Assistant in the appropriate Section/ OR, 03 years experience as Senior Assistant in appropriate Section besides having passed the Punjab State Assistant Grade Examination. But since the aforesaid Senior Assistant Grade Examinations stood abolished by the Punjab Govt. w.e.f. 1990 so the above cited Qualifications & Experience also need to be reviewed/amended.

Keeping in view the requests & hardships being faced by the employees of this College it is proposed as under :-

1. The posts of Supdt. Grade - II in the pay scale of 6400-10640/- may again be reverted back to the previous /original strength of 08 from the present 05 numbers by decreasing another 06 posts of Steno typist in the pay scale of Rs. 3330-6200. At present 13 posts of Steno-Typist are sanctioned. After the decrease of 06 posts of Steno-Typists, the college will have 07 posts of Steno-Sypists and there will be no extra financial burden on the college due to this change. The statement showing financial implication and per month pay and allowances are placed at Annexures pp 91.
2. The qualification & experience for Promotion to the post of Supdt. Grade - II shall be the same as per direct recruitment through selection, i.e., "Graduate from a recognised University OR its equivalent with 15 years of experience out of which five years experience should be at the level of Senior Assistant. Persons having experience of work in engineering colleges/technical institutions will be preferred."

Submitted for your consideration & approval please.



### Item No. 11.7 PROMOTION CRITERIA FOR LIBRARY STAFF

Presently following posts are sanctioned in the library as per provision of the College Project Report.

S.No.	Post	Scale (Revised)	No. of Posts Sanctioned	Filled up Post
I.	Librarian	8000-13500	01	01
II.	Assistant Librarian	5480-8925	02	00
III	Library Assistant	4020-6200	04	02
IV	Library Attendant	2720-4260	02	02

#### 11.7 A Promotion Criteria for promotion from Library Attendant to Library Assistant:-

At present Library Attendants are working in the pay scale(revised) of Rs.2720-4260 and their qualifications at the time of direct recruitment, are as under:-

10+2 in any stream of studies (Annexure pp 92-93)

The Promotion Criteria for Library Attendants for their promotion to Library Assistants is proposed as under:-

- 1 (a) Qualification: B.A. +B.Lib.Sci.
- (b) Experience: Five years of service as Library Attendant in the College Library.

Other Engineering Colleges are also having the same qualifications and experience (for direct recruitment). This institute is proposing the 'promotion' criteria at par with direct recruitment. (Refer Annexure pp 94-98)

2. As per College Bye-laws, all the posts other than that of teachers will be filled up in the ratio of 50:50 (i.e. 50% posts will be filled up by direct recruitment and the rest 50% posts through internal promotion). Promotion shall be subject to the condition that all the ACR's of the employee ( up-to-date) should be satisfactory, and the last three ACR's should be good.

#### 11.7 B Promotion Criteria for promotion from Library Assistant to Assistant Librarian is proposed as under:-

1. Qualification: B.A./B.Com./B.Sc + B. Lib.Sci.
- Experience: Five years of service as Library Assistant in the College Libr

Other Engineering Colleges are also having the same qualifications and experience (for direct recruitment). This institute is proposing the 'promotion' criteria at par with direct recruitment. (Refer Annexure pp 92-93)

As per College Bye-laws, all the posts other than that of teachers will be filled up in the ratio of 50:50 (i.e. 50% posts will be filled up by direct recruitment and the rest 50% posts through internal promotion). Promotion shall be subject to the condition that all the ACR's of the employee (up-to-date) should be satisfactory, and the last three ACR's should be good.

Committee may approve.



**Item No.:11.8 Promotion policy for administrative staff**

As per College Bye-law No.4.3 there is a provision for the promotion of non-teaching staff, which states (Annex pp 99):

(a) The posts in the scale with initial pay of Rs.2200/- and above shall be filled up by direct appointment and promotion in the ratio of 3:1./

(b) All other posts will be filled up by direct appointment and promotion on 50:50 basis."

Accordingly, College Bye-law allows filling of 25% of posts by promotion for posts with initial starting pay of Rs.2200( now revised to Rs.7880/- )and above, and 50% of the posts by promotion for all other cadres of posts with starting pay less than Rs.2200/- (now revised to Rs.7880/-).

There are 2 posts of Assistant Registrars in the College with initial pay Rs.2200(Revised Rs.7880/- and as per College Bye-law, these posts can only be filled up by direct recruitment. A staff member (Supdt. grade II) has requested that since this institution is an autonomous by nature, there exist few promotion avenue, so out of two posts of Assistant Registrar one post may be filled up by promotion. The concerned staff is drawing much higher salary then the minimum basic pay, and hence there is no financial liability on the state/society.

Recommended to Finance Committee for consideration.

**Item No 11.9      Qualification & Experience for the promotion  
of administrative staff.**

In a reorganisation exercise, the Administrative Staff of the College has been approved by the Chairman BOC alongwith their Qualifications & Experience for 'Direct recruitment' as shown against each post (Annex pp 100-111 )

The college has received educational qualifications and experiences for promotion for some of the posts from various Engg.Colleges/Universities .The collected information from REC Jalandhar, GNDU Amritsar and Punjabi University Patiala is placed at Annexure pp 112 - 122.

The College proposes promotion Policy for the Administrative Staff keeping the educational qualification & experience same as already approved for Direct recruitment for these posts (annex....) It may be added over here that proposed qualification and experience for promotions in this proposal are totally compatible with the information received from the Universities/Colleges for promotion (Annexure pp 112 - 122)

Promotion shall be subject to the condition that all the ACR's of the employee (up-to-date)should be satisfactory and last three should be good and after completion of 5 years of services in this college.

Proposed qualifications and experience for promotion to the post of Sr. Asstt.,Supdt.Grade-II and Asstt.Registrar are placed at Annexure pp 123

Recommended to Finance Committee for consideration & approval please.



Item 11.10 Re-employment of Retired persons .

Keeping in view that trained/qualified and competent Faculty at Senior level in Engineering/Senior Administrators (i.e. Registrar/Dy. Registrar etc.) is a very scarce commodity these days in Engineering Colleges, it is proposed that the best lot out of the superannuating faculty/Senior Administrators from the established Engineering Colleges may be allowed to be recruited/re-employed upto 65 years of age as per AICTE norms, for the efficient and smooth academic functioning of the Engineering College.

They shall be fixed at the last pay drawn by them as regular employees, as per Rules,

Committee may approve.

**Item 11.11 Recruitment of staff /faculty on contract basis**

Keeping in view the highly fluctuating and unstable nature of admissions in various branches of Engg., it is proposed that the staff at senior level in Engineering/Faculty may be allowed to be initially recruited on contract basis on regular Govt./AICTE approved pay scales ,till the stability and viability of the specific branches is established.

Committee may approve.



Item No.11.12      **Fixation of salary at Rs. 14940/- after completion of 5 years service as Assistant Professor.**

Mr.T.S.Sidhu has joined this college as Assistant Professor ( Production Engg. ) on 10.12.1996 (F.N.) in the old pay scale of Rs. 3700-5700. Now he has requested vide his letter dated 10.6.2002 (Annexure pp 124-125 ) to fix his salary at Rs. 14940/- w.e.f. December, 2001, after completion of 5 years of service as Assistant Professor.

Other Asstt. Professors of this very college namely Dr.A.P.Singh, Dr.I.Bhattacharya, Dr.Anand Kumar Tyagi & Mr.M.K.Kushwaha who had joined this college before 01.01.1996 as Asstt. Professors had been fixed at basic pay of Rs. 14940/- after their completion of five years of service in this college vide this Office Order No. 7769-75 dated 04.12.2000 (Annexure 126 ), as a consequence of the conditional approval given by the PSTE/IT vide dated 17.11.2000 (Annexure 127 ).

It is for the information of the committee that GZS College of Engg. & Tech. Bathinda has also already got approved the case for the grant of Rs. 14940/- to Assistant Professors after completion of five years service in the college vide PSTE/IT approval dated 12.10.2000 (Annexure 128-129 )

Clause No. 14.2 of AICTE Notification No. 1/65/CD/NEC/98-99 dated 15.3.2000 for the aforesaid purpose reads as follows :

*"the fixation of pay of Lecturers ( Selection Grade ) and Assistant Professors in the pre-revised scale of ( Rs. 3700-125-4900-150-5700) who were selected strictly in accordance with rules and regulations framed by AICTE and who were in position as Lecturers (Selection Grade)/Assistant Professors as on 01.01.1996, will be made in a manner that they get their pay fixed at the Minimum of Rs. 14940/- in the revised scale of Rs. 12000-420-18300 as and when they complete five years in the grade" .....(Annexure pp 130 ).*

However, Pb.Govt. Notification No.1/13/2000-4FPI/3229 dated 02.3.2000 regarding revision of Pay-Scales ( Annexure pp 131-134 ) is silent in this regard, to the above referred clause of AICTE Notification.

Approval may please be given for the grant of basic pay of Rs. 14940/-, after completion of five years service to the aforesaid teachers in this college, which has already been implemented after taking conditional approval from PSTE/IT ( Annexre pp 126-127 ).

Contd...p/2..

Approval may also be accorded to grant the basic pay of Rs. 14940/- to Mr.T.S.Sidhu, Asstt. Prof. w.e.f. 10.12.2001 (FN) who has completed five years of service in this college. Mr.Sidhu had joined this college on 10.12.1996 (FN) as Asstt. Prof. ( Prod. Engg. ).

Submitted for approval please.



