MINUTES OF THE FIRST MEETING OF FINANCE COMMITTEE

The First meeting of the Finance Committee of INFLIBNET Centre was held in the office of the UGC, New Delhi on 26th September, 1996. The following were present.

1. Prof. Yash Pal.   In the Chair
2. Shri G.D. Sharma, Secretary, UGC   Member
3. Shri P. Bhatia, Finance Advisor,UGC   Member
4. Shri Pramod Kumar, Director, INFLIBNET Centre Member
5. Shri C.K. Shah, Administrative Officer-IH   Non-Member Secretary

The Following members could not attend the meeting.

1. Shri Pramod Kale,
2. Shri R.P. Gangurde
3. Shri S.M. Salgar

Dr. P.S. Rajput, Joint Secretary, U.G.C., Shri R.K. Sharma, Under Secretary, U.G.C. and Shri V.S. Dabral, Section Officer, U.G.C. attended the meeting as invitees.

The item were taken up for discussion as per the agenda.

Item No.1 of the Agenda :
Welcome by the Chairman and Opening Remarks

The Chairman, Prof. Yash Pal welcomed all the members of the committee to the first Finance Committee meeting of the INFLIBNET Centre. He discussed some of the problems faced by INFLIBNET Centre and gave several suggestion for implementation of the network on national and international level to achieve the objective of speedy accessibility of information by the user.

Following is the record of discussions which took place in the meeting.

1. It was decided that help of countrywide class room should be taken for making video programme for training. The programme should include visit to some good information centres and libraries like Centre for Environment, New Delhi, Space Applications Centre, etc. For media based training programmes, producers can be hired and technical inputs can be provided by INFLIBNET.

2. Prof. Yash Pal was concerned that exchange of information amongst institutions is yet to start. He also suggested that the UGC Centres and the universities who have been computerised should play active role in the process of information exchange. NCSI, SNDT, and MS University centres created for this purpose should be given a mandate to provide necessary services.

3. *It was decided that INFLIBNET should have an Advisory Committee with the following as members:*

   (1) Shri Pramod Kale
   (2) Prof. Govardan Mehta, Vice Chancellor,
       Hyderabad University
   (3) Prof. Kimbhave, IUCAA
   (4) Prof. Gurtu, TIFR
   (5) Dr. T.B. Rajashekar, NCSI
   (6) One concerned person from Sardar Patel Institute of Social
       & Economic Research.

   A meeting of the committee should be called at an early date.

4. A meeting of enthusiastic University Librarians or responsible officers from 30 out of the 54 universities, who have been given grants, should be arranged to find out their administrative and other technical problems to organise help for early implementation. INFLIBNET should write an exciting letter to the universities indicating the purpose of the proposed meeting.

5. Arrangements to tie up with all types of academic institutions should be worked out for sharing of information and resources especially with scientific departments. If necessary, a policy decision should be obtained to involve all kinds of R&D institutions in INFLIBNET to make it effective.

6. Annual Reports of all the Government Departments should be collected, scanned and put on computer at INFLIBNET.

7. Decision to start Regional Centres was deferred because it will include lot of infrastructural and administrative expenses. It was suggested that same money could be utilised for establishing resource centres and VSAT network. A network of at least 20 VSAT should be established for sharing information and resource by next year.

8. Secretary was requested to send a circular to all the universities to ensure that all synopses of dissertations are sent to INFLIBNET as a rule.

9. To a suggestion that all the important circulars, schemes, scholarship notices should be put on INFLIBNET, Secretary agreed to inform all concerned in UGC to send these information documents to INFLIBNET Centre.

10. Secretary, UGC wanted INFLIBNET Centre to develop U.G.C. Library to participate in INFLIBNET. This library should be developed as a model library. INFLIBNET should install necessary computers for access to data at UGC to provide good visibility to INFLIBNET efforts in view of large number of visitors. It will also help them to get the required information from UGC.

Item No.2 of the Agenda :
Creation of posts 1997-98

The committee scrutinised and approved following seven scientific posts in the scales shown below:-

Designation	Scale of Pay	No. of Posts
1. Scientist - D	3700-5000	2
2. Scientist - C	3000-4500	2
3. Scientist - B	2200-4000	2
4. STO-I	2000-3500	1

Three administrative posts in the following grades were also approved.

Designation	Scale of Pay	No. of Posts
1. Private Secretary	2000-3500	1
2. Office Asst.	1400-2600	1
3. Helper	750-940	1

In addition to above posts, it was decided to have at least two additional consultants in the area of humanities, social sciences and science on temporary basis to be hired for two years at a time.

As regards the post of a sweeper, the committee recommended that the work should be got done only on contract basis to avoid administrative problems.

For all these posts, the Director was requested to make specific proposals for examination by the Chairman, Finance Committee.

Item No.3 of the Agenda :
Revised Estimate for 1996-97 and Budget Estimate for 1997-98.

The committee considered the revised budget estimate proposed for Rs.250 lakhs (Annexure) and suggested to restrict it to Rs.200 lakhs, for the time being, in view of financial constraints. The committee also agreed to retain the proposal of Part II in full i.e. Rs.86.50 lakhs for INFLIBNET Centre · activities and agreed that the adjustment could be effected in Part-I of the Grants to be provided to the Universities, if necessary. As the Activities proposed for the Universities are also important, the members felt that UGC may try to raise the Revised Estimate to at least Rs.225 lakhs subject to availability of more funds in the revised budget.

· As regards the Budget Estimate, for 97-98, it was agreed to retain Rs.633.17 lakhs for the present. However, this will be reviewed at the appropriate time depending upon funds made available by HRD to UGC.
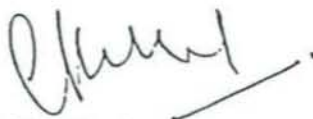
Item No.4 of the Agenda :
Retirement of Shri O.P. Arora, Scientist - G

The committee took note of retirement of Shri O.P. Arora. Shri P. Bhatia, F.A. remarked that such item need not be put up to Finance Committee unless it has any financial implication.
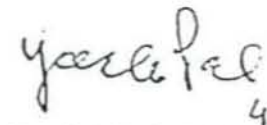
The meeting ended with vote of thanks to Chair.

Prepared by

C.K. Shah
Non-Member Secretary
FC, INFLIBNET

Approved by

4.12.96

Prof. Yash Pal
Chairman
FC, INFLIBNET

Prof Yash Pal raised that a procedure should be made Councils acquiring from head of project or other P. ... ... in... ... ...

BUDGET REQUIREMENT
(SUMMARY)

(Rs. in Lakhs

Head of Account	Budget Allocation 1996-97	Revised Estimates 1996-97	Budget Estimates 1997-98
PART-I : GRANT-IN-AID TO UNIVERSITIES			
Non-Rec. grant to university libraries for computerisation	97.50	97.50	192.50
Recurring grant to university libraries	26.61	16.00	133.50
Non-Rec. grant to university libraries to act as DRCs	--	--	18.75
Recurring grant to university libraries to act as DRCs			4.50
SUB TOTAL	124.11	113.50	349.25
PART-II : INFLIBNET CENTRE ACTIVITIES			
A. REVENUE ACCOUNTS			
Establishment Expenses	49.65	47.66	100.06
Training	10.00	10.00	14.50
Network Services & facilities	8.50	3.44	12.50
Building	8.00	8.00	10.00
R & D Activities	0.00	0.00	2.00
Contingency	0.00	0.00	15.00
B. CAPITAL ACCOUNTS	22.35	17.40	75.00
SUB TOTAL	98.50	86.50	229.06
PART-III : REGIONAL CENTRES			
A. REVENUE ACCOUNTS	8.93	0.00	17.86
B. CAPITAL ACCOUNTS	18.50	0.00	37.00
SUB TOTAL	27.43	0.00	54.86
GRAND TOTAL	250.04	200.00	633.17

BUDGET BREAK-UP OF PART II

(STATEMENT OF EXPENDITURE UNDER VARIOUS BUDGET HEADS FOR INFLIBNET CENTRE)

(Rs. in Lakhs)

Head of Account	Budget 96-97 (A)	Exps. upto 31.08.1996 (B)	Estimated Exps. Sept.96-Mar.97 (C)	Suggested revised budget 96-97	Budget Estimate 97-98
A. REVENUE ACCOUNTS					
Establishment Expenses					
Salary :-					
i) Existing Staff	24.38	7.83	16.55	24.38	31.32
ii) Additional Staff Projected	5.27	0.00	0.00	0.00	13.17
Staff Loans :-					
i) Scooter	0.00	0.00	0.50	0.50	1.00
ii) H.B.A.	0.00	0.00	0.00	0.00	8.00
iii)Leased residential accommodation	0.00	0.00	0.00	0.00	9.27
Travelling Expenses	3.00	1.88	1.12	3.00	6.00
Maintenance of Building	2.15	0.38	1.77	2.15	4.00
Office Expenses	10.30	5.15	7.69	12.84	15.50
Recruitment Expenses	1.50	0.70	0.80	1.50	4.00
Consumable Store & Spares	0.75	0.50	0.70	1.20	2.00
Maintenance of Office Equipment	1.05	0.42	0.63	1.05	2.00
Library (Misc.)	0.25	0.03	0.22	0.25	0.30
Publication	1.00	0.11	0.18	0.29	1.00
Consultancy	1.00	0.00	0.50	0.50	2.50
Total Establishment Exps.	50.65	17.00	30.66	47.66	100.06
Training					
Maintenance of Equipment	1.50	0.00	1.50	1.50	2.00
Training Courses and Seminars	8.00	1.41	6.59	8.00	11.50
Consumable Stores & Spares	0.50	0.20	0.30	0.50	1.00
Total Training	10.00	1.61	8.39	10.00	14.50
Network Services and Facilities at Centre					
Database Development	1.50	0.32	1.18	1.50	2.50
Networking	6.00	0.94	1.00	1.94	10.00
Total Network Services & fac.	7.50	1.26	2.18	3.44	12.50

BUDGET BREAK-UP OF PART II (CONTN.)

(Rs. in Lakhs)

Head of Account	Budget 96-97 (A)	Exps. upto 31.08.1996 (B)	Estimated Exps. Sept.,96 - Mar,97 (C)	Suggested revised budget 96-97	Budget Estimate 97-98
REVENUE ACCOUNTS (contn.)					
Building					
Office Rent	6.00	1.50	4.50	6.00	7.20
Rent for additional accommodation	2.00	0.00	2.00	2.00	2.80
Total Building	8.00	1.50	6.50	8.00	10.00
R & D Activities	0.00	0.00	0.00	0.00	2.00
Contingency	0.00	0.00	0.00	0.00	15.00
TOTAL OF REVENUE ACCOUNTS	76.15	21.37	47.73	69.10	154.06
B. CAPITAL ACCOUNTS					
Office Equipment, Furniture & Fixtures	0.60	0.08	0.52	0.60	5.00
Library (Books/Journals)	0.75	0.02	0.73	0.75	1.00
Equipment for Database Development	8.50	10.55	3.00	13.55	10.00
Computers and Scientific Equipments.	0.00	0.00	0.00	0.00	4.00
Software	2.50	0.51	1.99	2.50	5.00
Building Construction (Initiation)	10.00	0.00	0.00	0.00	50.00
TOTAL OF CAPITAL ACCOUNTS	22.35	11.16	6.24	17.40	75.00
GRAND TOTAL (REV. & CAP.) FOR INFLIBNET CENTRE	98.50	32.53	53.97	86.50	229.06

BUDGET BREAK UP OF PART III

(STATEMENT OF EXPENDITURE UNDER VARIOUS BUDGET HEADS FOR REGIONAL CENTRES)

(Rs. in Lakhs)

Head of Account	Budget 96-97 (A)	Exps. upto 31.08.1996 (B)	Estimated Exps. Sept.,96 - Mar,97 (C)	Suggested revised budget 96-97	Budget Estimate 97-98
A. REVENUE ACCOUNTS					
Regional Centres					
Salary	4.08	0.00	0.00	0.00	8.16
Office Expenses	1.60	0.00	0.00	0.00	3.20
CD-ROMs & Consumables	2.50	0.00	0.00	0.00	5.00
Networking	0.75	0.00	0.00	0.00	1.50
Total Revenue Accounts for Regional Centres	8.93	0.00	0.00	0.00	17.86
B. CAPITAL ACCOUNTS					
MINI Computers & Software	10.00	0.00	0.00	0.00	20.00
Scientific Equipment	6.45	0.00	0.00	0.00	12.90
Office Equipment & Furniture, Fixtures	2.05	0.00	0.00	0.00	4.10
Total Capital Accounts for Regional Centres	18.50	0.00	0.00	0.00	37.00
GRAND TOTAL (REV. & CAP.) FOR REGIONAL CENTRES	27.43	0.00	0.00	0.00	54.86

JUSTIFICATION FOR BUDGET REQUIREMENT

PART-I : GRANT-IN-AID TO UNIVERSITIES

JUSTIFICATION FOR REVISED ESTIMATES FOR F.Y. 1996-97 :-

The budget allocation for the year 1996-97 was Rs.124.11 lakhs for 15 universities. This included non-recurring grant to universities for computerising their libraries and recurring grant to universities already funded. The revised estimate of budget for 1996-97 is Rs.113.50 lakhs. The break up of this budget is as follows.

(i) Automation of 15 university libraries : Rs.97.50 lakhs @ Rs.6.50 lakhs per library.

(ii) Recurring grant to 30 university   : Rs.16.00 lakhs
     libraries who have installed computer
     systems for Data Entry Support and
     salary of information scientist on
     actual basis.

     Total   Rs.113.50 lakhs

JUSTIFICATION FOR BUDGET ESTIMATES FOR F.Y. 1997-98 :-

The budget estimate under this head is Rs.349.25 lakhs. The budget break up is given below :

(i) Non-recurring grant to 35 additional : Rs.192.50 lakhs
    university libraries for computeri-
    sation @ Rs.5.50 lakhs per library
    (because Rs.1 lakh has already been
    provided as special grant for core
    facilities)

(ii) Recurring grant to 54 university : Rs.117.20 lakhs
     libraries funded upto March, 1996
     @Rs.2.17 lakhs per library

(iii) Recurring grant to 20 university : Rs. 16.30 lakhs
      libraries funded in FY 1996-97
      on pro rata basis ,

(iv) Non-Recurring grant to 15 university : Rs. 18.75 lakhs
     libraries to act as DRCs @ Rs.1.25
     lakh/library

(v) Recurring grant to 15 university : Rs. 4.50 lakhs
    libraries to act as DRCs @Rs.0.3
    lakh/library

            T o t a l   Rs.349.25 lakhs

DETAILS OF ABOVE GRANTS PER LIBRARY ARE GIVEN BELOW :-

(i) <u>Non-recurring grant for computerisation</u> :
    1. PCs + Printers + S/W + Modem   - Rs.4.50 lakhs
    2. Site preparation   - Rs.0.50 lakhs
    3. Networking Support   - Rs.0.50 lakhs

                    Total   Rs.5.50 lakhs

(ii) <u>Grant to act as DRC</u>   :
    1. Non-recurring grant for Heavy   - Rs.1.25 lakhs
       duty photo-copying machine
    2. Recurring grant for salary of one   - Rs.0.30 lakhs
       xerox operator

                    Total   Rs.1.55 lakhs

(iii) <u>Recurring Grant to computerised libraries</u>   :

    1. Data entry support   - Rs.0.72 lakhs
    2. Consumables   - Rs.0.30 lakhs
    3. Maintenance   - Rs.0.55 lakhs
    4. Salary of one person   - Rs.0.60 lakhs

                    Total   Rs.2.17 lakhs