

INFLIBNET Centre, Ahmedabad

4th January, 2012

**Minutes of the 17th Meeting of the Finance Committee of INFLIBNET Centre
Held on Monday, 26th December, 2011 at Delhi**

Members presents

Prof. S K Khanna	Chairman, FC & GB
Prof. J P Gupta	Nominee, GB
Dr. Jagdish Arora	Director, INFLIBNET Centre
Dr. Dev Swaroop	Jt. Secretary, (IUC)/MC, UGC, New Delhi
Mr. Manoj Kumar K	Scientist-D (CS), INFLIBNET Centre
Mr. Harish Chandra	Administrative Officer (PA&F) & Non-Member Secretary

Dr. (Mrs.) Niloufer A Kazmi, Secretary and Dr. A K Dogra, Jt. Secretary & Financial Adviser, UGC, could not attend the meeting due to prior commitments.

1. Welcome Address

At the outset Prof. S K Khanna, Chairman, Governing Board and Finance Committee extended a warm welcome to the members and requested all the members to introduce themselves. Thereafter, he requested Dr. Jagdish Arora to initiate the proceedings of the meeting. Dr. Arora, in turn, requested Shri Harish Chandra, Admn. Officer (PA&F) and Non-Member Secretary, FC, to take up the agenda items.

2. Confirmation of the Minutes of 16th Meeting of the Finance Committee held on 4th December, 2010 at Ahmedabad

The Minutes of the 16th Meeting of the Finance Committee of the INFLIBNET Centre held on 4th December, 2010 at Ahmedabad were confirmed as circulated, since no comments were received from the members.

3. Action Taken on Decision made in the 16th Meeting of the Finance Committee held on 4th December, 2010 at Ahmedabad

Shri Harish Chandra, Admn. Officer (PA&F) & Non-Member Secretary, FC, apprised the members regarding action taken on decision made during the 16th Meeting of the Finance Committee. It was noted that this is the first Meeting of the Finance Committee during the current Financial year. However, it was resolved that the next meeting of the Finance Committee will be convened in the same Financial Year preferably in the month of February / March, 2012.

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4. Presentation on Revised Budget Estimates for the Financial Year 2011-12 and Budget Estimate for the Financial Year 2012-2013 and Approval thereof

Shri Harish Chandra, Admn. Officer (PA&F) & Non-Member Secretary, FC, presented the revised budget estimates for the Financial Year 2011-2012 and budget estimates of the Centre for the Financial Year 2012-2013. The Committee considered the budget projections made by the Centre under different Plan & Non-Plan Budget Heads. Considering the actual expenditure as shown in revised estimates for 2011-2012, the Committee resolved that budget estimates for 2012-2013 should be restricted to a total of Rs 550.00 lakhs instead of Rs.670.00 lakhs and Plan Budget may be kept at Rs. 19600.00 crores. Budget estimates as suggested by the members attached as annexure- A.

After detailed discussions and deliberations, the Finance Committee approved the following budget provisions for the Centre to cover expenditure for all its activities, including establishment expenses, e-journal Subscriptions / Digital Repository of Research in Universities & Colleges, UGC-Infonet Connectivity Programme, Workshops and Training, Awareness Programme, Conferences / Conventions, Union Database Creation, Shodhganga, Construction of Permanent Institute Building, Setting of IT & other infrastructure facilities in the new building, operational requirements, procurement of furniture & fixtures, scientific equipment, etc.

Revised Budget Estimates for the F.Y. 2011-12	Rs. in Lakhs	Budget Estimates For the F.Y. 2012-13	Rs. in Lakhs
Non-Plan	440.00	Non-Plan	550.00
Plan	16204.00		19600.00

The Chairman, FC instructed that proper headings should be assigned to represent various budget-heads, additional headings and sub-heading to provide clarity to the budget estimates being presented.

Members noted that the UGC-Infonet Connectivity Programme is being winded-up considering the fact that universities are now getting access to greater bandwidth through NKN/NME-ICT. Dr. Dev Swaroop, Jt. Secretary, UGC mentioned that the re-formatted UGC-Infonet programme proposed by the INFLIBNET Centre can be taken up during the XII Five year Plan Period i.e. 2013-2018. The Director informed the Committee that the payment of subscription to e-resources is normally made at the time of renewal of subscription in January every year. He requested that the UGC may kindly release the funds under the UGC-Infonet Digital Library Consortium as early as possible.

5. Presentation of Audited Accounts of the Centre for the Financial Year 2010-2011

The Admn. Officer (PA&F) & Non-Member Secretary, Finance Committee presented the Audited Accounts of the Centre for the Financial Year 2010-2011. The Audit was conducted by M/s Deepak Jayantilal Shah & Co. Chartered Accountants, Ahmedabad appointed by the Centre with approval of the Finance Committee to audit the Accounts of the Centre. The Finance Committee approved the audited

accounts. The comments made by the Auditors are general in nature and there are no comments of serious in nature.

6. Appointment of Auditors for the F.Y. 2011-2012 and F.Y. 2012-2013

The Finance Committee of the Centre, in its 14th Meeting held on 3rd October, 2009 at Ahmedabad had appointed M/s Deepak Jayantilal Shah & Co., Ahmedabad as the Statutory Auditors for auditing the accounts of the Centre for a period of 2 years (i.e. for the F.Y. 2009-2010 and 2010-2011). During the above period, the firm got acquainted with the rules, regulations and procedures applicable to the Centre. They have carried out their duties satisfactorily and in effective manner and completed the audit of the Centre including preparation of the balance sheets for the period well in time. Considering the good track-record of the services rendered by them, it is proposed that M/s Deepak Jayantilal Shah & Co., Ahmedabad may be appointed as Auditors for the Centre for next two financial years 2011-2012 and 2012-2013.

The reappointment of M/s Deepak Jayantilal Shah & Co. Ahmedabad as Statutory Auditors was approved by the Finance Committee for the Financial Years 2011-2012 and 2012-2013. The fee payable to the Auditors would be the same as paid in two previous Financial years.

7. Additional Manpower Requirement for the Permanent Institute Building at Infocity, Gandhinagar

The Chairman, Governing Board, mentioned that the Committee is convinced about the requirement of additional manpower for maintaining larger physical infrastructure in the new Building of the Centre. However, he insisted that all additional manpower should be recruited on contractual basis as per the requirement. He said that the INFLIBNET Centre should not create additional liability in terms of manpower especially for administrative and maintenance purposes.

The meeting ended with a vote of thanks to the Chair.


(Harish Chandra)
Administrative Officer (PA&F) &
Non-Member Secretary


(Jagdish Arora)
Director, INFLIBNET Centre


Prof. S.K. Khanna
Chairman, Governing Board

ANNEXURE – A: BUDGET BREAK-UP OF INFLIBNET CENTRE (Non-Plan)

(Rs. in Lakhs)

	Actual Expenditure For 2010-2011	Budget Estimate For 2011-2012	Revised Estimate For 2011-2012	Budget Estimate For 2012-2013
A. REVENUE ACCOUNTS				
Establishment Expenses				
<u>Salary :-</u>				
Existing Staff	169.78	186.00	225.00	250.00
Provision For Vacant/Additional Posts Likely to be Filled up in Next Year	00.00	22.00	22.00	35.00
<u>Staff Loans:-</u>				
i) Scooter	00.30	02.00	02.00	02.00
ii) Car Loan	01.80	04.00	04.00	04.00
ii) H.B.A.	00.00	25.00	25.00	25.00
Travel				
(i) Domestic	21.35	30.00	16.00	20.00
(ii) Foreign	00.37	10.00	02.00	02.50
Maintenance of Office Buildings/hostels/Premises	01.78	03.00	02.25	02.50
Office Expenses	79.73	100.00	80.00	100.00
Recruitment Expenses	02.76	05.00	06.00	06.00
Consumable Store & Spares	01.42	10.00	02.75	03.50
Maintenance of Office Equipment	03.32	04.00	02.50	03.00
Staff welfare	00.19	01.00	00.40	00.50
Hiring of Expert/Consultants	0.00	10.00	03.00	05.00
Total :	282.80	412.00	392.90	459.00
Training/Conferences/Seminars	10.46	40.00	17.00	20.00
Network Services and Facilities at Centre	00.00	35.00	00.10	35.00
Database Services	00.00	25.00	00.00	00.00
Library Service at Centre	07.26	13.00	05.00	06.00
Rent for Building & Hostel	15.05	20.00	20.00	22.00
Organisation Development	00.00	05.00	05.00	08.00
Total of Non-Plan :	315.57	550.00	440.00	550.00

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BUDGET BREAK-UP OF INFLIBNET CENTRE (Plan)

Head of Account	Actual Expenditure For 2010-2011	Budget Estimate For 2011-2012	Revised Estimate For 2011-2012	Budget Estimate For 2012-2013 (Rs. in Lakhs)
B. CAPITAL ACCOUNTS Computer systems, Software, Furniture & Fixtures & Office Equipments etc.	07.11	300.00	300.00	300.00
Total of Capital Accounts:	07.11	300.00	300.00	300.00
C. E-Subscription Scheme/ Digital Repository of Research	638.12	13114.00	13344.00	14700.00
Total of E-Subscription :	638.12	13114.00	13344.00	14700.00
D. UGC-INFONET				
1. UGC-INFONET	860.83	1200.00	300.00	Nil
2. UGC-INFONET New format	Nil	Nil	Nil	1700.00
Total of UGC-INFONET :	860.83	1200.00	300.00	1700.00
E. NEW SCHEME:				
Electronic Thesis and Dissertations (ETD) in universities (Shodhganga)	Nil	500.00	650.00	650.00
Total of New Scheme :	Nil	500.00	650.00	650.00
F. INSTITUTIONAL BUILDING CONSTRUCTION	499.38	1475.00	1700.00	1700.0
Total of Institutional Building Construction :	499.38	1475.00	1700.00	1700.00
Total of Plan (B+C+D+E+F):	2005.44	16589.00	16294.00	19050.00
Grand Total (Non-Plan + Plan)	2321.01	17139.00	16734.00	19600.00

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INFLIBNET Centre
(An IUC of University Grants Commission)
Ahmedabad

17th Meeting of the Finance Committee
Monday, 26th December, 2011 – India International Centre, New Delhi

ATTENDANCE SHEET

S.No.	Name	Status	Signature
1.	Prof. S K Khanna Chairman, Governing Board, INFLIBNET	Chairman	
2.	Dr.(Ms.) Niloufer Adil Kazmi Secretary, UGC, New Delhi (Secretary, UGC)	Member	
3.	Prof. J P Gupta, <i>former</i> Vice-Chancellor (Member from GB)	Member	
4.	Mr. A K Dogra Jt.Secretary/FA University Grants Commission (FA, UGC)	Member	
5.	Dr. Dev Swarup Jt. Secretary (IUC/MC) University Grants Commission (Bureau Head-IUC)	Member	 26/12/11.
5.	Dr. Jagdish Arora Director INFLIBNET Centre (Director, INFLIBNET Centre)	Member	
6.	Manoj Kumar K Scientist-D (CS) INFLIBNET Centre (Sr.Professional)	Member	
8.	Shri Harish Chandra Admn. Officer (PA&F) INFLIBNET Centre (AO of the Centre)	Non-Member Secretary	