

INFLIBNET CENTRE
An IUC of UGC
Infocity, Gandhinagar

07th Jan, 2014

**Minutes of the 20th Meeting of the Finance Committee of INFLIBNET Centre
Held on Tuesday, 07th Jan, 2014 at 1000 hrs at INFLIBNET Centre,
Infocity, Gandhinagar**

Members present

Prof. N Mukunda	Chairman, FC & GB
Dr. RK Chadha	Nominee, GB
Prof. Ajit K Kembhavi	Nominee, GB
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

Mr. Upmanyu Basu, Secretary and Financial Adviser, UGC, and Dr. (Mrs.) Nidhi Sharma Dy. Secretary, (IUC)/MC, UGC, New Delhi could not attend the meeting due to their prior commitments.

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

1. Confirmation of the Minutes of 19th Meeting of the Finance Committee held on 13th April, 2013 at Gandhinagar

The Minutes of the 19th Meeting of the Finance Committee held on 13th April, 2013 at Gandhinagar were confirmed as circulated since no comments were received from the members.

2. Action Taken on the Decisions Made during the 19th Meeting of the Finance Committee held on 13th April, 2013 at Gandhinagar

Administrative Officer briefed the members on the actions taken on decisions made during 19th Meeting of the Finance Committee as given below:

- 2.1 Confirmation of the Minutes of 18th Meeting of the Finance Committee were circulated, since no comments were received, the Minutes may be treated as confirmed.
- 2.2 The Centre has switched over from Cash basis accounting system to accrual basis of accounting from the F.Y. 2012-2013. (19th FC, 3)

UGC

- 2.3 Appropriate entries will be made in the Annual Accounts F.Y. 2013-2014 for i) Rs.8,084.00 towards income tax dues for the F.Y 2003-04 to 2009-10 and ii) Rs. 3,31,510.00 for as written off amount towards wire fencing. (19th FC, 6)
- 2.4 Increase in rate of subsidy on food items served to the staff in canteen has been implemented w.e.f. 01.05.2013. (19th FC, 8)
- 2.4.1 H.R.A. & Transport Allowance to the staff of INFIBNET Centre at the rate of Class 'A' city i.e. Ahmedabad has been implemented. (19th FC, 9)
- 2.5 Appropriate entries will be made in the Annual Accounts F.Y. 2013-2014 for Rs.3,89,347.00 as write-off amount towards fittings & Fixtures & Misc. items handed over to Gujarat University & Ahmedabad Education Society at the time of handing over the premises to them, (19th FC, 11).

3. Briefing on the Replies Furnished to the IAW of UGC in Compliance with Audit Queries Relating to the Centre for the F. Y. 2009-10 to 2011-2012

Mr. Harish Chandra, Administrative Officer (PA&F), briefed the members about the queries raised by the audit party. Members noted that, the IAW of UGC New Delhi has audited the Centre's accounts for the FY 2009-10 to 2011-2012 during 18.03.2013 to 22.03.2013. The most of the queries raised by the audit are pertaining to the bills of the building contractors. The Centre has submitted convincing replies to all queries. Response from the UGC is awaited.

4. Briefing on the Replies Furnished to the CAG in Compliance with Audit Queries relating to the Centre for the F. Y. 2012-2013

Members noted that the CAG auditors audited Centre's accounts for the F Y 2012-13 during Sept./Oct., 2013. The compliance report on the para raised by the auditors was furnished and necessary action were taken, wherever necessary. Members noted that Centre has submitted convincing reply to the CAG office. Most of the audit paras have been settled. Additional information has been sought in case of couple of paras.

5. Presentation of Revised Budget Estimates for the F. Y. 2013-2014 and Budget Estimates for the F Y 2014-2015

Mr. Harish Chandra, Administrative Officer (PA&F), presented the revised budget estimates for the F Y 2013-14 and budget estimates of Centre for F Y 2014-15. Committee considered the budget projections made by the Centre under different plan and non-plan budget heads.

After detailed discussions and deliberations, members approved the following budget provisions for the Centre to cover expenditures for all its activities including establishment expenditures, e-Journal subscription, workshops and trainings, awareness programmes, conferences / conventions, union database creation,

Shodhganga, construction of permanent institutional building and its maintenance, networking of the new building, setting up of IP, infrastructural facilities in the new building, operational requirement, procurement of furniture and fixtures and scientific equipment etc.

Revised Budget Estimates for the F Y 2013-14	Projected Rs. in Lacs	Allocated by UGC Rs. in Lacs	Budget Estimates for the F Y 2014-15	Projected Rs. in Lacs
Non-Plan	630.00	478.00	Non-Plan	650.00
Plan	17211.00	Nil*	Plan	19455.00

*Centre vide letter No. INFL/BUDGET/Accts/2013-14 dated 05th Aug, 2013 and through various other communications has requested for release of Plan and Non plan grants which are still awaited.

BUDGET BREAK-UP OF INFLIBNET CENTRE (NON-PAN)

(Rs. In Lakhs)

Head of Accounts	Actual Expenditure For F.Y. 2012-2013	Budget Estimates For F.Y. 2013-2014	Revised Estimates For F.Y.2013-2014	Budget Estimates For F.Y. 2014-2015
A. REVENUE ACCOUNTS				
Establishment Expenses				
Salary	253.41	320.00	281.00	330.00
Staff Loans	5.50	31.00	5.00	25.00
Travel	11.16	25.00	15.00	25.00
Maintenance & Others	153.47	174.00	159.30	190.00
Total :	423.54	550.00	460.30	570.00
Training / Conference / Seminars	13.17	30.00	10.00	30.00
Networking Services and Facilities at Centre	3.59	35.00	3.00	35.00
Library Services at Centre	1.48	5.00	1.70	5.00
Rent for Building & Hostel	8.58	0.00	0.00	0.00
Organization Development	0.00	10.00	3.00	10.00
Total of Non-Plan	450.36	630.00	478.00	650.00

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BUDGET BREAK-UP OF INFLIBNET CENTRE (PLAN)

(Rs. In Lakhs)

Head of Accounts	Actual Expenditure For F.Y. 2012-2013	Budget Estimates For F.Y. 2013-2014	Revised Estimates For F.Y.2013-2014	Budget Estimates For F.Y. 2014-2015
B. CAPITAL ACCOUNTS	9.03	670.00	670.00	300.00
Total of Capital Accounts :	9.03	670.00	670.00	300.00
C. E-Subscription Scheme/ Digital Repository of Research	3538.25	15225.00	15225.00	17839.00
Total of E-Subscription :	3538.25	15225.00	15225.00	17839.00
D. UGC-INFONET				
1. UGC-INFONET	161.01	0.00	0.00	0.00
2. UGC-INFONET New format	0.00	221.00	221.00	221.00
Total of UGC-INFONET :	161.01	221.00	221.00	221.00
E. Electronic Thesis and Dissertations (ETD) in universities (Shodhganga)	8.05	278.00	278.00	278.00
Total of ETD :	8.05	278.00	278.00	278.00
F : Institutional Building construction	2009.04	817.00	817.00	817.00
Total of Institutional Building Construction :	2009.04	817.00	817.00	817.00
Total of Plan :	5725.38	17211.00	17211.00	19455.00
Grand Total (Non-Plan + Plan) :	6175.74	17841.00	17689.00	20065.00

7. Presentation of the Audited Accounts of the F. Y. 2012-2013

Shri Harish Chandra, Administrative. Officer (PA&F) presented audited accounts of the Centre for the F Y 2012-2013. Members noted that the accounts have been audited by M/s. Deepak Jayantilal Shah & Co., Chartered Accounts, Ahmedabad appointed by the Centre with the approval of Finance Committee to audit accounts of the Centre. After brief discussion Finance Committee approved the audited accounts of the Centre.

8. Adoption of the Depreciation Rates

Administrative Officer (PA&F) briefed the members that the Chartered Accountant appointed by the Centre has proposed the method and rates of depreciation prescribed by the Income Tax Dept. and followed by various industries which are recommended to be adopted by the Centre. The methodology for depreciation and rates of proposed depreciation are as follows:

8.1 Method of Depreciation: On a pro-rata basis, from the date of the asset has been

installed and put to use on written down value at the rate prescribed given in the table below Hardware and software of the computers does gets upgraded/advanced with the fast moving technology and are provided depreciation on straight-line method @ 33.33% per annum as followed by RBI.

Rate of Depreciation

Sl. No.	Name of Asset	Rate of Depreciation
1	Land	0%
2	Building	5%
3	Purely Temporary Irrection	100%
4	Furniture & Fixtures, Dead Stock etc.	10%
5	Electric Fittings	10%
6	Office Equipments	15%
7	Vehicle (Two & Four Wheelers)	15%
8	Cycles	20%
9.	Machinery and Plants *	15% - 100%
10.	Library books(ephemerals nature)	60%
11.	Cutlery, utensils and metal ware, band & metal musical instruments	10%

* Depreciation on Machinery & Plants varies from 15% to 100%. The List is enclosed as Annexure.

In case any property held cannot be classified under any of the above heads, the rate of depreciation is to be worked out by dividing the cost price by its estimated life. Members after detailed discussion and deliberations approved the above rates.

9. Ratification of DA/DR and Bonus Payments and Approval of Service Tax Consultant

Administrative Officer (PA&F) briefed the members about payment of DA/DR and Bonus to its employees and pensioners as per the notifications of the GOI. Members also noted that the Centre has hired the services of the service tax consultant (CA) for service tax matters of the Centre and approved the same.

10. Approval of Write Off of Obsolete/unserviceable Hardware Locks used in SOUL 1.0 Software costing Rs 14000/-

Members noted that these hardware locks were purchased by the Centre for the SOUL software 1.0 during the period from the year 2000 to 2007 for Rs 14000/- . New version of SOUL i.e. SOUL 2.0 provides for hand-shake key based access control mechanism. As such these locks have become obsolete and are no more useful.

Members, after a brief discussion, approved write off of hardware lock costing Rs 14000/-.

11. **Token value of Land Provided by Govt. of Gujarat for Construction of Permanent Institutional Building**

As advised by the CAG auditors, token value of land should be accounted for instead of Nil value for the land allotted by the Govt. of Gujarat free of cost. Members noted that to account the same Centre would transfer Re.1/- from Centre's Corpus Fund towards token cost of land to the Land Account of the Centre in the Annual Accounts for the F.Y. 2013-2014. Members approved the same.

Meeting ended with the vote of thanks to the chair.



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



(Dr. Jagdish Arora)
Director, INFLIBNET Centre

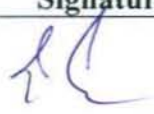






(Prof. N, Mukunda)
Chairman, FC & GB, INFLIBNET Centre.

Information and Library Network Centre

An IUC of University Grants Commission

GANDHINAGAR – 382 007

ATTENDANCE SHEET		
20 th Meeting of the Finance Committee of INFLIBNET Centre held on 7 th January, 2014 at INFLIBNET Centre, Infocity, Gandhinagar		
Sr. No.	Name of the Finance Committee Member	Signature
01.	Prof. N. Mukunda Chairman, FC & GB of INFLIBNET Centre Chairman, FC	
02.	Mr. Upamanyu Basu, IRS Secretary (Ic) & Financial Advisor University Grants Commission Bahadur Shah Zafar Marg, New Delhi – 110 002	—
03.	Dr. (Mrs.) Nidhi Sharma Deputy Secretary University Grants Commission Bahadur Shah Zafar Marg, New Delhi – 110 002	—
04.	Dr. R. K. Chadha Addl. Secretary (Lok Sabha) G136, Parliament Library Building, Lok Sabha Secretariat, Parliament House Complex, New Delhi	
05.	Ajit K. Kembhavi Director IUCAA, Post Bag 4 Ganeshkhind, Pune University Campus Pune	
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	