

**MINUTES OF THE EIGHTIETH MEETING OF THE STANDING FINANCE  
COMMITTEE OF INTERNATIONAL INSTITUTE FOR POPULATION SCIENCE  
HELD ON 18.11.2015 AT NEW DELHI.**

The Eightieth meeting of the Standing Finance Committee of **International Institute for Population Sciences** was held on 18.11.2015 at MoHFW, New Delhi. The meeting was chaired by Ms. Vijaya Srivastava, **Additional Secretary & Financial Advisor, Ministry of Health & Family Welfare, Government of India and Chairman, Standing Finance Committee, IIPS.**

The following were present in the meeting:

1. **Ms. Vijaya Srivastava** Chairperson  
Additional Secretary & Financial Advisor and  
Chairman, Standing Finance Committee, IIPS,  
Ministry of Health and Family Welfare,  
Government of India  
Room No. 244-A, Nirman Bhavan,  
**New Delhi # 110 108**  
Tel. 011- 23061673 Fax. 23061541,  
Email : vijaya.srivastava@nic.in, [asfa-mhfw@nic.in](mailto:asfa-mhfw@nic.in)
2. **Shri C.R.K. Nair** Invitee  
Additional Director General  
Ministry of Health & Family Welfare  
Government of India,  
Room No.243-A wing, Nirman Bhavan,  
**NEW DELHI # 110 108.**  
Tel: 011-23063398/Fax: 23061334  
e-mail: [crknair@nic.in](mailto:crknair@nic.in)
3. **Shri P.C. Cyriac** Member  
Deputy Director General (Statistics)  
Ministry of Health and Family Welfare  
Government of India,  
Room No. 243/B, 'A' Wing, Nirman Bhavan,  
**New Delhi # 110 108**  
Tel.: 23061238, Mob. : 09899215507  
Email : pc.cyriac@nic.in

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| 4. | <b>Dr. Faujdar Ram</b><br>Director & Sr. Professor<br>IIPS, Deonar<br><b><u>Mumbai # 400 088.</u></b> | Member                  |
| 5. | <b>Dr. P. Arokiasamy</b><br>Professor,<br>IIPS, Deonar<br><b><u>Mumbai # 400 088.</u></b>             | Member                  |
| 6. | <b>Dr. Murali Dhar</b><br>Associate Professor<br>IIPS, Deonar<br><b><u>Mumbai # 400 088.</u></b>      | Member                  |
| 7. | <b>Dr. M.K. Kulkarni</b><br>Registrar<br>IIPS,<br>Deonar,<br><b><u>Mumbai # 400 088.</u></b>          | Non-Member<br>Secretary |
| 8. | <b>Shri N.K. Bhat</b><br>Chartered Accountant<br><b>Mumbai</b>  | Invitee                 |

Ms. Navanita Gogoi, Director (Stats.), MoHFW, Shri G.L. Meena, SO (PRC), MoHFW, Shri Bandopadhyay, Consultant, MoHFW, Shri Aniket Agrawal, JSO, MoHFW and Shri. Ramchandra V. Rathod, Assistant Finance Officer, IIPS also attended the meeting.

The decisions taken in the meeting are as follows:

Item No.1: **Confirmation of the minutes of the 79<sup>th</sup> meeting of the Standing Finance Committee held on November 15, 2014.**

The minutes of the 79<sup>th</sup> meeting of the Standing Finance Committee held on November 15, 2014, as approved by the Chairman and circulated among the members were confirmed. It was advised that the hand-made

corrections made in the minutes should be incorporated and corrected copy must only be circulated.

**Item No.2: Action taken on the decisions of the 79<sup>th</sup> meeting of the Standing Finance Committee held on November 15, 2014.**

As mentioned in sub item No.1, the Committee noted the confirmation of the minutes of the 78<sup>th</sup> Standing Finance Committee meeting.

While going through the other sub-items of the agenda item, the Chairperson pointed out that the contents of the Agenda notes were inadequate. IIPS was asked to prepare the Action taken report in tabular form indicating 'the action point' and 'action taken' (with specifics) in a self explanatory form with supporting documents. It was also suggested that the replies to the audit observations were not properly drafted and addressed and also not being properly pursued. The Chairperson directed that audit observations should be prepared in tabular form indicating the 'action point' and 'action taken' (with specifics) and resubmitted within two weeks to MoHFW for perusal. Proper follow-up with Audit party should be made by IIPS to convince them to drop the observations.

**Item No.3 & 7: Approval of Audit Report and Audited Annual Accounts for the year 2014-2015 and Approval of Audit Report and Audited Annual Accounts of projects funded by outside agencies for the year 2014-15.**

Chairperson instructed that Institute must strictly follow General Financial Rules and other established procedures. IIPS was also advised to take training and necessary help from Ministry officials and other organizations, if necessary. Shri Bandopadhyay, Consultant added that

utilization certificates are not included in the annual accounts, in the absence of which, the receipt and payment accounts, closing & opening balances etc. cannot be duly examined. Mr. Bhat, Chartered Accountant explained the rules and regulations of FCRA accounts and informed that December 31, 2015 is the deadline to submit the audit report. If this deadline is not adhered to, the Ministry of Home Affairs may initiate action against IIPS. Further Mr. Bhat added that regarding Institute's FCRA account, a certificate [Foreign Inward Remittance Certificate (FIRC)] from the concerned Bank (State Bank of India in the instant case) must be obtained and that copy should be enclosed with annual accounts.

After detailed discussion, the Standing Finance Committee took the following decisions:

- (i) FCRA audit should be completed before 31.12.2015.
- (ii) Documents regarding FCRA clearance should be kept on record for inspection.
- (iii) Internal audit party from MoHFW is to be deputed to IIPS in the current year.
- (iv) The annual accounts of IIPS and of projects funded by outside agencies for the year 2014-15 appended with the Agenda notes should be incorporated in the Annual Report alongwith audit report for UNFPA funds.
- (v) IIPS should prepare the Annual Report with due attention and furnish the draft to the Ministry immediately, before seeking approval of Executive Council (EC) & General Council (GC). The meeting of EC and GC will have to be convened quickly to facilitate laying of the Annual Report in Parliament during the ensuing Winter session as required under the instruction in vogue.

**Item No.4: Approval for running the Department of Distance Education (Extra Mural Studies) on yearly basis and sanction of expenditure for the year 2015-2016.**

Committee discussed the proposed budget for EMS Department and approved the proposed expenses of Rs. 26.25 lakh for the year 2015-16 as given below.

**Details of the expenses:**

Printing of study materials	Rs. 3.50 Lacs
Advertisement & brochure printing	Rs. 0.50 Lacs
Stationery	Rs. 0.50 Lacs
Postal charges	Rs. 2.00 Lacs
Communication	Rs. 0.50 Lacs
Conveyance & miscellaneous	Rs. 1.00 Lacs
Honorarium/lecture fee	Rs. 1.00 Lacs
Revision of MPS distance course study material	Rs.12.25 Lacs
Initiation of online application submission, admission process, supply of e-learning study material etc. (one time)	Rs. 5.00 Lacs
<b>Total</b>	<b>Rs.26.25 Lacs</b>

**Item No.5 Approval of Revised Estimates 2015-2016.**

Standing Finance Committee approved Rs. 2247 lakh, as against Rs. 2452 lakh approved earlier. The revised estimate for the year 2015-2016, is as given below:

(In lakh)

1 Non-Plan ₹ 1501.00



2 Plan - ₹ 746.00

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₹ 2247.00

**Item No.6 Approval of Budget Estimates 2016-2017.**

Standing Finance Committee approved Budget Estimates for the year 2016-2017, as given below :

(In lakh)

1 Non-Plan ₹ 1965.00

2 Plan ₹ 918.00

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₹ 2883.00

**Item No.8: Reporting of Matters.**

Chairperson instructed that a detailed discussion has already been held regarding the audit paras and accordingly, appropriate action must be taken and proper reply must be sent to audit, after getting vetted by the MoHFW. It must be sent to audit along with all required documents within the stipulated time.

The Chairperson also directed that IIPS should prepare the Action Taken Report pertaining to audit observations on the test checks as also on other outstanding audit observations in tabular form indicating 'the action point' and 'action taken' (with specifics) in a self explanatory form with supporting documents to MoHFW for perusal. Proper follow-up with Audit party should be made by IIPS to convince them to drop the observations.

**Others:**

- (i) The Chairperson directed that IIPS should get its replies to the audit observations vetted by the MoHFW before forwarding to the audit party, as the replies furnished by IIPS in the past are inadequate, incomplete and often not to the point. IIPS should then follow-up with audit party and get the observations dropped.
  
- (ii) The Chairperson directed that minimum two meetings should be convened in a year in accordance with the Bye-Laws. She also directed that the Bye-Laws should be amended immediately as many of the provisions need to be updated.

The meeting concluded with vote of thanks to the Chairperson.

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