

**MINUTES OF THE SEVENTY-EIGHTH**  
**STANDING FINANCE COMMITTEE MEETING OF THE**  
**INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES, HELD ON**  
**4<sup>th</sup> OCTOMBER, 2013 AT IIPS MUMBAI**

The Seventy- Eighth meeting of the Standing Finance Committee of the International Institute for Population Sciences (IIPS) was held at 11.30 a.m., on October 04,2013 at IIPS. The meeting was chaired by **Shri Sanjay Kumar Srivastava, Additional Secretary & Financial Advisor, Ministry of Health and Family Welfare, Government of India** and Chairman, Standing Finance Committee, IIPS.

The following were present in the meeting:

- |    |  |                            |
|----|--|----------------------------|
| 1. | Smt. Soma Sanyal<br>Under Secretary to the Govt. of India<br>Ministry of Health & Family Welfare<br>424, 'C' Wing, Nirman Bhavan,<br><u>NEW DELHI # 110 011.</u> | Nominee of Joint Secretary |
| 2. | Dr. Faujdar Ram<br>Director & Sr. Professor<br>IIPS, Deonar<br><u>MUMBAI # 400 088.</u>  | Member                     |
| 3. | Dr. L. Ladu Singh<br>Professor,<br>IIPS, Deonar<br><u>MUMBAI # 400 088.</u>  | Member                     |
| 4. | Dr. P.K. Murthy<br>Associate Professor<br>IIPS, Deonar<br><u>MUMBAI # 400 088.</u>   | Member                     |
| 5. | Dr. M.K. Kulkarni<br>Registrar<br>IIPS,<br>Deonar,<br><u>Mumbai # 400 088.</u>   | Non-Member<br>Secretary    |

Mr.G.L. Madan, Section Officer, MOHFW and Smt. Vasanthi R., Accounts Officer, IIPS also attended the meeting on invitation.

At the outset Dr. Faujdar Ram, Director & Sr. Professor, IIPS welcomed the Chairman, Shri Sanjay Kumar Srivastava, Additional Secretary & Financial Advisor, Ministry of Health and Family Welfare, Government of India and other members of the Standing Finance Committee.

**ITEM NO.1:**            **Confirmation of the minutes of the 77<sup>th</sup> meeting of the Standing Finance Committee held on September 20, 2012.**

The minutes of the 77<sup>th</sup> meeting of the Standing Finance Committee of the International Institute for Population Sciences, Mumbai held on September 20, 2012 as approved by the Chairman and circulated among the members were confirmed.

**ITEM NO.2:**            **Action taken on the decisions of the 77<sup>th</sup> meeting of the Standing Finance Committee held on September 20, 2012.**

**Sub. Item No.2:**            **Action taken on the decision of the 76th Standing Finance Committee held on September 28, 2011.**

**Action taken**

Registrar explained that with reference to Sub-Item No.10 (ii) of 74<sup>th</sup>SFC 16th September, 2009 relating to Medical Insurance to the Employees of IIPS, the Institute had advertised and invited proposals but the committee was not satisfied with the proposals received towards the expression of interest from the Insurance Companies for the Medical Insurance Policy. There were not many companies who submitted EOI therefore the terms of reference could not be compared. Hence once again advertisement was given for inviting proposals. On

receipt of the same the proposal shall be placed in the next meeting. The Honorable Chairman <sup>advised</sup> ~~instructed~~ that the policy should include cashless facility and also commented that if proper proposals are not received then write to Insurance Regulatory Authority of India. Chairman also suggested that ICICI Lombard have good packages for student medical insurance.

**Sub-Item No.3:**

**Audit Report and Audited Annual Accounts for the year 2011-2012.**

**Action taken**

As recommended by the Standing Finance Committee, the Audited Annual Accounts along with the audit report 2011-12 were approved by the Executive Council at its meeting held on November 30, 2012. (97th meeting) and also adopted by the General Council by circulation. The Audited accounts were placed in both the Houses of Parliament as communicated by the Ministry vide letter No. A-45012/12/12-Stats-II dated 20.12.2012.

**Sub. Item No. 4:**

**Approval for Utilization of unspent Balance Plan as on 1st April, 2012 during 2012-13.**

**Action taken**

As per instruction received from the Ministry, the institute refunded the balance amount of Rs. 49,59,204/- (Plan Capital) vide DD No. 228881 dated 28th February, 2013 vide letter No. Acc.CF/927/2013 dated March 1, 2013.

**Sub. Item No. 5:**

**Approval for running the Department of Distance Education (Extra Mural Studies) on yearly basis and sanction of Expenditure for the year 2012-13.**

**Action Taken**

As recommended by Standing Finance Committee the budget proposal of the Distance Education Department for the year 2012-13 was approved at the 97<sup>th</sup> Executive Council Meeting.



Sub. Item No.6:

Approval of Fellowship M.A.M.SC II year batch 2012-13

Action taken

As recommended by the SFC and as approved in the 77<sup>th</sup> EC Meeting held on 30th November, 2012, the 2nd year batch of MA.MSC students have been paid fellowship at Rs. 5000/- p/m. for the academic year 2012-13

Sub. Item NO. 7:

Approval of Modified Career Progression Scheme to Non Faculty Group 'A' Officers.

Action taken

As approved by the Standing Finance Committee the MACP to Group A. Non-faculty has been implemented in commensurate with Institute's Bye-Laws and Government of India rules.

Sub. Item No.8:

Approval of Revision of Fellowship to Ph.D. Scholars on par with UGC Scheme.

Action taken

As approved by the Standing Finance Committee the Ph.D. fellowship has been revised on par with UGC rules.

Item No. 9 :

Approval of Medical insurance to students

Action Taken

The institute had advertised and invited expression of interest from Insurance Companies for provision of medical insurance to students. However there has not been any favorable response. Once again advertisement was given and after receiving the proposals the matter will be placed in the next meeting



Sub. Item No. 10:

Approval of implementation of UGC Rules to Non Teaching Group 'A' Posts.

Action Taken

Separate agenda in Cadre Review is proposed for approval.

Sub. Item No.11:

Approval for write off of loss of library books

As approved by the Standing Finance Committee the amount of Rs. 74,829/- towards loss of library books has been written off during the year 2012-13.

Sub. Item NO. 12:

Approval of Revised Estimates for the year 2012-2013.

Action Taken

The Ministry has approved the Revised Estimates for the year 2012-13 for an amount of Rs. 14.38 crores as under :

Non Plan :

Salaries Rs. 6.40 crores

General Rs. 3.03 crores

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Rs. 9.43 crores

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Plan :

Capital Rs. 1.00 crores

Revenue Rs. 3.95 crores.

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Rs. 4.95 crores

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Sub. Item No. 13:

Approval of Budget Estimates for the Year 2013-14

Action Taken

The Ministry of Health and Family Welfare has approved Rs.42.58 crores in the Budget Estimates 2013-14.

Non Plan

Salaries Rs. 9.58 crores

General Rs. 6.00 crores

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Rs.15.58 crores

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Plan

Capital Rs.20.00 crores

General Rs. 7.00 crores

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Rs.27.00 crores

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Sub. Item No. 14:

Approval of Administrative and Governance issues of IIPS  
as per UGC Notification requirement.

Action Taken

As per UGC Notifications and as decided in Executive Council meeting the issues regarding the post of Vice Chancellor, Registrar and Finance Officer posts, a high level committee shall be set up for further action. A separate letter may be sent to MOHFW regarding this issue.

**Sub Item No.15:**

**Discussion on progress of infrastructure.**

**Action Taken**

Structural audit of some of the buildings and micro survey has been completed. New Architect firm has been appointed by CPWD. Drawings have been prepared and submitted to Bombay Municipal Corporation for approval. The details of estimates for the Civil and Electrical works of Rs. 87.92 crores has been submitted by CPWD. Earlier EFC had approved Rs. 65.00 crores and new EFC proposals has been sent to Ministry for approval of additional amount of Rs.22.92 crores. New modified proposal based on current DSR for Rs9022.25Lakhs has been submitted by CPWD on October 4, 2013, during the meeting.

**ITEM NO. 3:**

**Approval of Audit Report and Audited Annual Accounts for the year 2012-2013.**

While discussing the audit report and audited annual accounts the Honorable Chairman pointed out about certain Audit paras. Accounts Officer and Registrar explained the facts and also mentioned that we have replied almost all audit paras except one or two which are related to old record but audit officers are not satisfied with our reply and we are pursuing the matter. Chairman instructed that we must be serious regarding audit paras and must not neglect it. Registrar informed that issues regarding entries in service book, as pointed out in audit are corrected and it will be shown during next audit. Chairman stated that Pay Register etc. should be properly maintained, If any mistake and lacuna is observed in audit then we should admit and rectify it immediately. The Chairman suggested that the amount of grant received and Institute deposits should be invested properly and earn more interest on it like Zero bond which are for long term and also suggested that earned interest should be used for scholarships, workshops training etc. Chairman also desired that during meeting Institute should initiate power point presentation, to facilitate better understanding of issues to all members and also it will be time saving. The chairman also suggested that representative from audited firm



should also be invited for this meeting in future. Finally the audited annual accounts were recommended for inclusion in the Annual Report 2012-13 and recommended the same for approval of the Executive Council.

**ITEM NO.4:**

**Approval for running the Department of Extra Mural Studies and Distance Education on yearly basis and sanction of Expenditure for the year 2013-2014.**

The Standing Finance Committee considered the proposal and approved continuation of running the Department of Extra Mural Studies and Distance Education on self finance project basis for the year 2013-14. Chairman told that for Admission notifications website may be used. The translation of study material into Hindi language may be done on the basis of demand of the students and also see its utility.

**ITEM No.5:**

**Approval of implementation of part B Section I & II 6th Pay Commission Recommendation.**

As per instruction received from the Ministry Vide letter No. A-5012/57/09-Stats-II dated November 2, 2012. (copy enclosed) the provisions of Part B Section I & II 6th Pay Commission Recommendation are to be made applicable to the employees of IIPS. Honorable Chairman and members discussed the matter, Registrar told that the Section Officer, Senior Research Assistant, Assistant Library and Information Officer posts may be upgraded to GP 4600 and Assistant Research Officer post to GP 4800 from present GP 4200. Smt. Soma Sanyal and Mr. G.L. Madan told that feeder grade and promotional grade post may not have same grade pay, Honorable Chairman asked to check this and later with <sup>due</sup> ~~this~~ rectification it may be approved. Registrar told that as per ministry letter this matter will be sent to MOHFW for Approval of Honorable Secretary and Chairman of Executive Council.

**ITEM No.6:**

**Approval of Revision of Tuition fees to various courses at IIPS.**

The Standing Finance Committee considered the proposal for revision of tuition fees and it was approved. The revision of tuition fees will be applicable from 2014-15 as recommended by the Academic Council.

**ITEM No.7:**

**Approval of Revision of Monthly Honorarium to Authorized Medical Attendants and Retainer Lawyer of IIPS.**

The Standing Finance Committee considered the proposal for revision of monthly honorarium to Dr. U.M. Shenoy, Rs.10000/-, Dr.(Mrs.) R.V. Ambekar, Rs.9000/-. Similarly Shri V.Bhaskaran Lawyer Rs. 6000 p.m. and approved it w.e.f. 1<sup>st</sup> April 2014.

**ITEM No.8:**

**Approval of HRA as per UGC rules to Ph.D Students not residing in IIPS Hostel.**

The institute has commenced the MA/MSc course w.e.f. July, 2009 and M.Sc. in Bio-Statistics w.e.f. July 2013. The number of fellowship for each course run by the institute has also increased as per the provisions made in the XII<sup>th</sup> Five Year Plan.

In view of this the institute is not in a position to provide single occupancy accommodation to the Ph.D. fellows. Hence at present the Ph.D. scholars are residing outside the Campus. Request has been received from the Ph.D. scholars for grant of House Rent Allowance as per UGC Norms. The institute has been paying HRA to the fellows sponsored by UGC and the fellowship from Government of India is paid on par as per UGC Norms to the Ph.D. students who have passed NET.

The Standing Finance committee recommended, the Grant of HRA as per UGC rules to Ph.D. students not residing at IIPS hostel



subject to condition that proposal must be approved in Executive Council.

**ITEM No.9:**

**Approval of fee waiver, provision of free accommodation, food & transport to students with disabilities.**

The Standing Finance Committee considered the proposal to approve the grant to waive off tuition fees and provision of free accommodation and food to the students with disabilities admitted to the various courses of IIPS subject to condition that they must have disabilities as per norms of Government of India.

**ITEM No.10:**

**Approval of Cadre Review Report of Non Faculty employees of IIPS.**

The committee discussed about the Cadre Review Report and it was decided that now the Seventh Pay Commission has already been established, so there is no need of Cadre Review if any demands are there from staff then matter may be referred to pay commission.

Matter related to UGC Notifications implementation was also discussed and it was decided that the special committee may be appointed for considering the issues related to Statuary posts like Vice Chancellor, Registrar and Finance Officer and a letter regarding this may be sent to MOHFW. As decided earlier by Executive Council, this proposed Committee will be constituted by Ministry of Health and Family Welfare along with higher officers from finance department, etc. so that further action can be taken for implementation. This committee will also recommend for statutory posts and Pay Scale requirements as mentioned in UGC Notification dated 21 May 2010 and 30 June, 2010. Also application of UGC Recruitment rules and time line promotion/up-gradation of Pay Scale/Grade Pay. The statutory posts are Vice Chancellor, Registrar, Finance Officer, Controller of examinations etc. to Registrar, Deputy Registrar and Assistant Registrar etc. are to be finalized.



**ITEM No.11:**

**Approval for the revision of consolidated salary of ad-hoc staff employed in various Institute research projects, teaching departments and against leave vacancies.**

The Standing Finance Committee considered the proposal and Honorable Chairman instructed that no staff should be appointed on temporary / adhoc / contract basis, henceforth these type of appointments must be through outsourcing agency. As per the Directors comments only Senior Research Officer and Research Officer with pay revision of Rs.25000/ and Rs.20000/ respectively with the condition that they have appropriate qualification and experience. Those who are applying for SRO must have Ph.D. or equivalent degree and date of implementation will be w.e.f. April 01, 2014 have been approved and other posts should be outsourced.

**ITEM No. 12:**

**Approval of establishment charges (seed money)for the IIPS Alumni Association**

The institute vide letter No. G-75(A)291/2012 dated 9th January, 2012 had requested for provision of setting up of office of Alumni Association of IIPS. The Director IIPS being the Chief Patron of the Alumni Association has recommended to provide office space and basic infrastructure for the functioning of the Association. In this connection the institute will have to incur additional expenditure of Rs. 2.00 lakhs as initial seed money on this account. With reference to Ministry's letter No. A-45012/18/2008-Stat-II dated 22nd July, 2008 and dated 23rd February, 2012. (copy enclosed), the matter is placed in the Standing Finance Committee and it is proposed to utilize the overhead charges received from projects funded by other agencies.

The Standing Finance Committee has approved the above proposal of Rs. 2 Lakhs to --- IIPS Alumni Association which is already registered with Registrar of Societies.

Honorable Chairman instructed that the guideline for utilization of Institute Development Fund may be prepared and submitted in the forthcoming meetings of SFC and EC for approval.

**ITEM No.13:**

**Approval of Revised Estimates 2013-2014.**

The Standing Finance Committee approved the revised estimates for the year 2013-14 for an amount of Rs.2908.00 Lakhs.

		(Rs. In lakhs)
1. Non Plan		Rs.1458.00
2. Plan - Capital	Rs.1000/-	
General	Rs. 450/-	Rs. 1450.00
		-----
		Rs.2908.00
		=====

Mr. Gangil chief Engineer CPWD attended the meeting and submitted the new proposal for approval of EFC for Rs 9022.25 lakhs and also told that they are unable to incur this year budgeted amount for this work.

**ITEM No.14:**

**Approval of Budget Estimates 2014-2015.**

The Budget Estimates for the year 2014-2015 in respect of this Institute is proposed for an aggregate sum of Rs.6025.00 lakhs (Rs.60.25 crores) as shown below has been approved

		(In lakhs)
1. Non-Plan		Rs. 1775.00
2. Plan - Capital	Rs. 3530.00	
General	Rs. 720.00	Rs. 4250.00
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		Rs. 6025.00
		=====

**ITEM No.15:**

**Approval of Audit Report and Audited Annual Accounts of projects funded by outside agencies for the year 2012-13.**

The Standing Finance Committee went through the comments on audits and replies of IIPS and discussed all the issues. Honorable Chairman pointed out and instructed the following :

- 1) Labour cess (Workers Welfare Cess) must be paid to concern authorities on work executed at IIPS, this was not done. Registrar told that action has already been taken and this has been communicated to concern departments for depositing the balance amount to concerned authorities, he assured that due care will be taken in future.
- 2) For any work, if it is specified in advertisement and tender, we must take Bank guarantee. Registrar said that care will be taken in future.
- 3) There are many lapses in tender process Institute replied but auditors are not satisfied.
- 4) Advance increments paid to Faculty. Institute replied that this is as per UGC rule, but auditors are not satisfied.
- 5) Permission from Ministry of Urban Development was not taken for awarding maintenance work allotted to UPRNNL and estimate calculations not as per norms, also performance guarantee was not taken. Institute replied that work was allotted by IIPS committee and UPRNNL followed their office procedure and we have taken caution money instead of performance guarantee, but still auditors are not satisfied.



- 6) IN DLHS-4 performance guarantee was not taken. IIPS replied but auditors not satisfied.
- 7) Advertisement agency gives 15% discount on DAVP rate. Institute had replied that no agency gives discount but auditors are not satisfied. Chairman suggested that you may write to DAVP department.
- 8) While appointing staff in projects, indemnity bond must be taken. Institute has replied, but auditors not satisfied, Chairman suggested that care should be taken while appointing staff in future by having legal bindings as work is being hindered.
- 9) Non maintenance of Pay Bill Register. Chairman suggested that this is important and we must rectify it.
- 10) Improper maintenance of Service book. Registrar told that work has been initiated for updating service books.
- 11) Lastly Honorable Chairman summarized audit paras with comments as given below:
  - a) Audit objections should not be taken lightly.
  - b) If any mistake occurs in following rules, then the same should accepted, rectified and amended/ corrected.
  - c) All GFR and SRFR rules should be followed.

- d) After necessary rectifications, the final compliance reply, under information to Ministry, must be immediately sent to Audit office.

As there were no other points to be discussed, the meeting ended with a vote of thanks to the chair.



**Dr. M.K. Kulkarni**  
Registrar &  
Non-Member Secretary



**Dr. Faujdar Ram**  
Director & Sr. Professor  
Member



**Shri Sanjay Kumar Srivastava**  
Additional Secretary & Financial Advisor, and  
Chairman, Standing Finance Committee, IIPS,  
Ministry of Health and Family Welfare,  
(Department of Family Welfare)  
Government of India,