

**Shaheed Bhagat Singh**  
**State Technical Campus, Ferozpur**  
(Established and promoted by Govt. of Punjab)



**Agenda**  
**of**  
**34<sup>th</sup> Meeting of the Finance Committee**

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**Venue** : Room No. 527, 5<sup>th</sup> Floor, Mini Sectt, Sector  
9, Chandigarh  
**Date** : 24.10.2017  
**Time** : 11.00 AM

## CONSTITUTION OF THE FINANCE COMMITTEE

1.	Additional Chief Secretary to Govt. of Punjab, Deptt. of Technical Education & Industrial Training, Chandigarh	Chairman
2.	Principal Secretary to Govt. of Punjab, Deptt. of Finance or his representative ( not below the rank of Jt. Secretary)	Member
3.	Director, Deptt. of Technical Education & Industrial Training, Punjab, Chandigarh	Member
4.	Principal, Shaheed Bhagat Singh State Technical Campus, Ferozepur	Member
5.	Registrar, Shaheed Bhagat Singh State Technical Campus, Ferozepur	Member- Secretary

## Table of Contents

<b>Item No</b>	<b>Particulars</b>	<b>Page No</b>
34.01	Confirmation of the minutes of 33 <sup>rd</sup> meeting of Finance Committee	<b>1</b>
34.02	Action taken report on the decision taken in the 33 <sup>rd</sup> meeting of Finance committee	<b>2-3</b>
34.03	Payment of honorarium to training and placement officer of poly wing –regarding	<b>4</b>
34.04	Medical Reimbursement to Dr. Lalit Sharma, Associate Professor- Applied Sciences Deptt.-regarding	<b>5</b>
34.05	Pay protection of non-teaching contractual employees whose services have been regularized-regarding	<b>6</b>
34.06	Reimbursement of Expenditure by Mr Navtej singh, AP CSE on paper presentation at Toronto	<b>7</b>
34.07	Any other item with the permission of Hon'ble Chairman Finance Committee	

## Annexures

<b>Sr. No.</b>	<b>Particulars</b>	<b>Page No</b>
I	Minutes of 33 <sup>rd</sup> meeting of Finance Committee	<b>8 - 9</b>
II	Request letter of TPO Polywing & minutes of 21 <sup>st</sup> Finance Committee	<b>10 - 14</b>
III	Copy of Agenda Item No. 31.06 regarding Medical Reimbursement to Dr. Lalit Sharma	<b>15 - 21</b>
IV	Copy of DTE/IT Letter No. 849 dt. 11.5.17	<b>22</b>
V	Copy of B.O.G Agenda Item No. 29.9 regarding Pay protection of Non-teaching staff	<b>23 - 34</b>
VI	Copy of DTE Letter no. 744 dt. 13.5.15 regarding Pay protection of Non-teaching staff	<b>35</b>
VII	Copy of Office Order No.517-519 dt 12.5.17	<b>36</b>
VIII	Copy of request by Mr Navtej singh reg reimbursement of Conference Fee	<b>37</b>
IX	Copy of Invoice for Conference fee paid by applicant	<b>38-39</b>
X	Copy of DTE/IT Letter No. 1650 dt 18.9.2017	<b>40</b>

**Item No. 34.01: Confirmation of the minutes of 33<sup>rd</sup> meeting of the Finance Committee.**

**Decision:** The minutes of the 33<sup>rd</sup> meeting of Finance Committee held on 10-7-2017 were circulated to the members of the committee for information and comments, if any, vide memo no. SBS/FZR/1497 dated 11/7/2017 (Annex- I, Page No.8-9 ).

No comments have been received from any of the members. The approved minutes are placed before the Finance Committee for confirmation please.

**Item No. 34.02      Action taken report on the decision taken in the 33<sup>rd</sup> meeting of Finance Committee.**

The action taken report on the decisions taken in 33<sup>rd</sup> meeting of Finance Committee held on 10-7-2017 is as given below:

**Item No. 33.01      Confirmation of the minutes of 32<sup>nd</sup> meeting of the Finance Committee.**

**Decision:**            The proceedings of the 32<sup>nd</sup> meeting of finance Committee were confirmed subject to the condition that as per past practice, local selection committee should be formed at the institute level for the selection of guest faculty on consolidated basis in order to avoid legal complications.

**Action Taken:**      Decision implemented.

**Item No. 33.02:      Action taken report on the decision taken in the 32<sup>nd</sup> meeting of Finance Committee.**

**Decision:**            The action taken report of the 32<sup>nd</sup> meeting of the Finance Committee was approved. However while approving the action on Item no 32.02, it was decided that a committee of Parents-Teachers may be constituted to run the bus facility on no profit no loss basis. Further, it was also decided that the office of DTE/IT will take immediate action on all the letters reported by the institute under the action the taken report of 32<sup>nd</sup> meeting of Finance Committee.

**Action Taken:**      In the 29th BOG meeting held on 9.10.2017, it was decided to provide the transport facilities to the students by meeting the expenditure from institute funds. However, a nominal fee of Rs. 100/- per student per month should be collected from the students from October 2017 onwards for using bus facility.

**Item No. 33.03: Release of Rs. 15.00 as grant-in-aid-regarding**

**Decision:** It was decided to first put up this item in the BOG Meeting of the Institute for discussion. Thereafter the recommendation of the BOG on this item should be put up to the Govt of Punjab for further consideration. Further it was decided that for the time being Institute must use its reserve funds/Internal resources to meet up its expenditure. It was also decided that the Institute must give more publicity regarding infrastructure facilities available in the institute for filling the vacant seats.

**Action Taken:** The item was put up in the 28th meeting of BOG held on 18.07.2017. in this meeting of BOG, the Board has decided that CMSS shall be applicable, as per Govt. Policy, on all students of Diploma, B.Tech., B.Arch., BCA, MCA and M.Tech. Students to be admitted in the 1st year of Session 2017-18 only. To avail the benefits of CMSS continuously in the subsequent semesters, the students must have to clear all subjects of the previous semesters; otherwise, the benefits of CMSS shall not be given to him/her.

However, the Board has decided to review this policy (CMSS) for the students to be admitted in the first year of session 2018-19. Decision was implemented accordingly.

**Item No 34. 03      Payment of honorarium to training and placement officer of poly wing –regarding**

In the 21<sup>st</sup> meeting of Finance Committee held on 1.06.2010, it was decided to pay Rs. 1000/- per month as honorarium to Training and Placement Officer (TPO) who has been doing the work of TPO as an additional duty. **(Annex-II, Page No.10-14).**

The Institute is having two different TPO for Engg Wing & Poly Wing as the requirements of both wings are quite different. In both the wings, the charge of TPO is held by the Teachers as an additional work. Since, the TPO of Engg Wing is given honorarium of Rs 1000/- PM, therefore, it is proposed to give an honorarium of Rs 1000/- PM to TPO of the Polywing also.

The matter is placed before the Finance Committee for consideration and approval.



**Item No 34.04 Medical Reimbursement to Dr. Lalit Sharma, Associate Professor- Applied Sciences Deptt.-regarding**

An item No. 31.06 was put up in the 31<sup>st</sup> meeting of Finance Committee held on 21.04.2006 for reimbursement of medical claims to Dr. Lalit Sharma, Associate Professor as per his request dated 21-05-2009 for Reimbursement of Medical expenses amounting Rs. 96204/- (Ninety six thousand two hundred four only) incurred on his mother's treatment at Medical Care Hospital, Amritsar from 04-02-2009 to 06-02-2009 (**Annexure -III, Page no. 15-21**). In this meeting of Finance Committee, it was decided that office of DTE/IT will take up this matter with the Director, Department of Health and Family Welfare, Punjab.

Subsequently, a letter No. 849/ECC/S-2/2017 dated 11.05.2017 was received from the office of DTE/IT stating that his medical claim should be reimbursed as per Punjab services (Medical Attendance) Rules-1940 (**Annexure-IV Page No. 22**).

It is informed that as per rule, reimbursement of medical expenses in connection with the treatment of a member of a Govt. employee's family will be permissible only in respect of treatment at the hospital at either of two places viz duty station for the time being of the Govt. employee or at the station where for the time being he is spending his leave.

Since the claimant was not on leave for the whole period of the treatment of his dependent mother, therefore, this office returned his reimbursement bill with the comment that as per DTE/IT, Punjab letter dated 10-12-2009 his medical reimbursement bill cannot be forwarded to Civil Surgeon, Ferozepur.

Dr. Lalit Sharma is consistently requesting to put up his case in the Finance committee for consideration. Therefore, his case is put up to the Finance Committee for appropriate decision please.

**Item No. 34.05 Pay protection of non-teaching contractual employees whose services have been regularized-regarding**

The contractual services of some employees of teaching and non-teaching categories were regularized in the year 2013 and thereafter. While working on contract basis, they were given basic pay + Grade pay + DA and other admissible allowances. However, at the time of regularization of their services after a period of 03 years or more, they were given basic pay + Grade pay + DA and other admissible allowances without protecting their pay. The pay of teaching employees were protected subsequently. But the case of pay protection of non-teaching is lying pending.

A complete case for protection of pay of non-teaching was put up in the 29<sup>th</sup> meeting of BOG held on 9.10.2017 vide agenda item No. 29.9 giving detail history of the case (**Annexure-V, Page 23-34**). In the said meeting of BOG, in principle, the Board has approved to protect the salary of non-teaching employees and to pay them arrears from the date of regularization of their services as per the directions given by the office of DTE/IT vide Memo. No. Memo No. 744/S-2/ECC/2015 dated 13.05.2015. However, prior approval of finance committee should be taken before issuing them orders in this regard. Letter issued by DTE/IT is placed as (**Annexure-VI, Page- 35**).

The matter is put up before the Finance Committee for consideration and approval please.

**Item No. 34.06 Reimbursement of Expenditure by Mr Navtej Singh AP CSE, on paper presentation at Toronto**

Mr Navtej Singh Ghuman who is working as an Assistant Professor in this Institute has applied vide his application dated 09/05/2017 for permission to attend an International conference to be held on 28-29<sup>th</sup> June in Canada and he was given permission to attend the same vide office order no 517-519 dated 12/05/2017, with the condition that he will be reimbursed a maximum of Rs 75000/- (Annex.-VII Page No.36) .

However, In the Finance Committee meeting held on 17/05/2017 vide agenda no 32.7 it was decided not to sponsor faculty for international conferences outside India for the current Year 2017

Applicant has given a request (Annex.-VIII, Page No.37 ) that he has already deposited the conference fee of CAD \$500.00- approx.(Rs25000/-). vide Invoice no 1722 and visa fee of Rs5853.00 besides other travel arrangements, totalling approx. 1.5 lacs considering approval dated 12/05/17,and asked for the reimbursement of Rs75000/- against the approval which was given to him prior to decision of Finance committee.

It is submitted that applicant has spent conference fee(CAD\$500) and Visa fee of Rs5853/- prior to decision of FC conveyed to him. Copy of Proofs submitted by applicant are placed at (Annex.-IX, Page No. 38-39)

The DTE & IT has written a letter no 1650 dt 18/9/17 for necessary action (Annex.-X, Page No. 40)

Prior to the decision of FC, Institution was reimbursing the expenditure upto a maximum limit of Rs75000/- subjected to the verification of actual expenses and proof of presentation of paper.

In light of these guidelines matter is placed before the Committee for appropriate decision.

