



Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram

Minutes of the 41st Meeting of the Finance Committee held at 12.00 P.M (Noon) on Thursday, 05th June, 2025 through Hybrid mode at Board Room, IIITDM Kancheepuram.

Members Present

Dr. Sridhar Vembu	---	Chairman
Prof. M V Kartikeyan	---	Member
Shri. M S Sundara Rajan	---	Member
Shri. Priyank Chaturvedi	---	Member
Shri. Chandan Kumar Prusty	---	Secretary

Invitee

Shri A. Chidambaram, Registrar
Shri R. Gunasekaran, Joint Registrar (Academics & Estate)
Shri S. Pandiyan, Assistant Executive Engineer (Civil)
Shri K. Chandrasekaran, Internal Audit Officer
Shri M. Paranthaman, Internal Audit Officer

The leave of absence was granted to Shri. Anil Kumar, Director (Finance), MoE and Prof. M Thenmozhi, Head, DoMS, IIT Madras.

At the outset, the Chairman welcomed all the members to the meeting. The Director informed about the forthcoming convocation scheduled on 26th July 2025 and Prof Kamal Kishore Pant, Director IIT Roorkee will be the chief Guest for the function.

Thereafter, agenda items were taken up for discussion.

FC 41 (2025)-1	To Confirm the proceedings of the last (40th) meeting of the Finance Committee held on 28th October, 2024.
	<p>The proceedings of the last (40th) meeting of the Finance committee held on 28th October, 2024 were circulated to all members of the FC after approval by the Chairman, Finance Committee.</p> <p>Since No comments were received for modification in the minutes, the proceedings of the 40th Finance committee meeting held on 28th October, 2024 may be confirmed.</p> <p>The Finance Committee confirmed the proceedings of the 40th Finance committee meeting held on 28th October, 2024. (Annexure-I).</p>

FC 41 (2025)-2	Action taken report on the minutes of the 40 th meeting of the Finance Committee held on 28 th October, 2024.						
	<table><tr><th>Item No.</th><th>Subject</th><th>Action Taken</th></tr><tr><td>FC 40 (2024)-3</td><td>To discuss and recommend to Board for Approval of the revised Annual Accounts of IIITDM Kancheepuram for the FY 2023-24 as per Draft SAR issued by CAG</td><td>The final SAR was received from the C&AG on 06.11.2024. The bilingual annual accounts were subsequently submitted to the ministry on 25.11.2024 and placed before Rajya Sabha & Lok Sabha on 03.12.2024 and 09.12.2024 respectively.</td></tr></table> <p>The Finance committee noted the same. The Committee member desired that the Institute may update about the “transfer of Land Title “ from the revenue authorities in the next Finance committee meeting.</p>	Item No.	Subject	Action Taken	FC 40 (2024)-3	To discuss and recommend to Board for Approval of the revised Annual Accounts of IIITDM Kancheepuram for the FY 2023-24 as per Draft SAR issued by CAG	The final SAR was received from the C&AG on 06.11.2024. The bilingual annual accounts were subsequently submitted to the ministry on 25.11.2024 and placed before Rajya Sabha & Lok Sabha on 03.12.2024 and 09.12.2024 respectively.
Item No.	Subject	Action Taken					
FC 40 (2024)-3	To discuss and recommend to Board for Approval of the revised Annual Accounts of IIITDM Kancheepuram for the FY 2023-24 as per Draft SAR issued by CAG	The final SAR was received from the C&AG on 06.11.2024. The bilingual annual accounts were subsequently submitted to the ministry on 25.11.2024 and placed before Rajya Sabha & Lok Sabha on 03.12.2024 and 09.12.2024 respectively.					
FC 41 (2025)-2(a)	To intimate about the signing of Loan agreement with HEFA						
	<p>It is submitted that FC and the Board had accorded approval for construction of Boys Hostel for Rs. 98.28 Crores to the Board to be met by availing HEFA loan.</p> <p>Subsequently, HEFA vide sanction no. SAN/IIITDMK/20/2025-26, Date- 04/04/2025 had approved the loan amounting to Rs. 98.28 crores for the construction of new boys hostel in IIITDM campus. The Loan will be disbursed on signing of the Loan agreement by the Institute with HEFA.</p> <p>Now, the institute has signed the agreement on 14/05/2025. The copy of the Deed of hypothecation agreement, Term loan agreement and Escrow Agreement are enclosed as Annexure-II (a), (b) &(c).</p> <p>The FC perused the loan agreement signed with HEFA for availing a loan for constructing additional boys hostel.</p> <p>In response to a query regarding repayment, it was stated that HEFA is charging 5.5% interest (floating rate) at present. Further, as per the HEFA norms, 90% interest cost shall be borne by the Ministry through Grant in Aid and the Institute shall bear the Principle amount and 10% of interest cost through the Internal Revenue generated.</p> <p>After deliberation, the Finance Committee took note of the agreement signed with HEFA.</p>						
FC 41 (2025)-3	To discuss and recommend the Annual Accounts of the Institute for the FY 2024-25						
	<p>The Annual accounts for the financial year 2024-25 have been prepared in the prescribed format as notified by the MoE. This Annual accounts need to be placed in the Finance Committee and Board of Governors for consideration and approval for commencement of</p>						

	<p>certificate audit by the CAG. (Annexure-III)</p> <p>The Highlights of the annual accounts were presented to the Finance committee. Further, it was presented by the Institute that the accounts are audited by the audit team and draft SAR are issued by the C&AG office. Further, they insist to submit the replies and revised/modified accounts (based on the audit comments) with approval of FC/BOG within 14 days of receipt of the draft SAR from them.</p> <p>The time limit is very short for convening the FC/BOG meeting and hence the Institute may be permitted to submit the replies/ revised accounts (after due examination by the Internal audit office) with the approval of Chairman FC/BOG.</p> <p>The Finance committee after discussion concurred with the request of the Institute to submit the revised/updated Annual Accounts to C&AG after obtaining approval from the Chairman of the Finance Committee and Board of Governors and the same may be placed in the subsequent meetings of the Finance Committee and Board of Governors for ratification.</p> <p>After detailed discussion, the Committee recommended the Annual Accounts for FY 2024-25 for consideration and approval by the Board.</p>
FC 41 (2025)-4	To discuss and recommend the revised cost estimate for water supply scheme (0.89 MLD) to the Institute executed through TWAD Board
	<p>Based on the recommendation of BWC, the Finance committee and the Board in its 38th & 60th meeting respectively had accorded approval for executing the water supply scheme (0.89 MLD) to cater 6000 inmates of the Institute through TWAD Board. Accordingly, Administrative Approval and Expenditure Sanction for an amount of Rs. 5.10 crore (Rupees five crore and ten lakhs) was issued in the year 2024 for executing the water supply scheme through the TWAD Board as deposit work and the TWAD board has requested for signing of MoU and deposit of funds.</p> <p>Meanwhile, it was observed that the water source, i.e., Melakottaiyur lake, is being contaminated due to continuous discharge of wastewater by the nearby residents. The matter was reported to the TWAD Board by the Institute, and their subsequent examination found that the water is not fit for domestic consumption. Therefore, a request was made to ascertain the feasibility of drawing water from the Nallambakkam village lake, a potential source closer to the Institute.</p> <p>Based on our request, the TWAD board ascertained the yield and quality and found that the water in said lake is safe and fit for human consumption. It is also pertinent to mention that this new water body has a good catchment area and there is less likelihood of pollution.</p> <p>Now, The TWAD Board has submitted a revised estimate of Rs. 5.22 crore (Rupees five crore and twenty-two lakhs only) for drawing the water from Nallambakkam lake vide their letter No.IIIT D&m/WS/AE1/PDC/2012-1 dated 23.04.2025 (Annexure-IV).</p> <p><u>Salient points of the scheme</u></p> <ol style="list-style-type: none"> 1. 0.891 MLD to cater to 6000 inmates

	<p>2. Open well 4 No. (Dia 6.00 m, Depth -16.00 m)</p> <p>3. Third party audit of laying of pipes</p> <p>4. Water will be stored in the existing sump (10LL Capacity) at Institute premises through direct pipeline from the lake.</p> <p>Duration for execution: one year</p> <p>Maintenance period: inclusive of one-year maintenance with energy charges. The plant will be handed over to the Institute after one year and Institute has to take care of operation and maintenance.</p> <p>Total cost: Rs.522.00 lakhs inclusive of GST and labour cess.</p> <p>Payment schedule:</p> <ol style="list-style-type: none"> 1. 25% in advance after signing of MoU. 2. 30% against the award of work order to the contractor. 3. 35% against the delivery of material at site. 4. And the balance cost of 10% on commissioning of project. <p><i>The BWC held on 01.06.2025 had recommended the proposal and further "advised the Institute to look into the payment schedule requested and the same may be examined by the FC."</i></p> <p>The proposal was presented to FC and it was explained that the staggered instalments instead of 100 % advance was agreed by the TWAD board based on the request of the Institute.</p> <p>The Finance Committee advised the Institute to explore the possibilities of reducing the estimated cost since the Institute is a Government funded Educational Institution. The Institute has assured that the same will be taken up with TWAD board for a possible cost reduction and the status will be presented in the next meeting.</p> <p>The Finance Committee noted the same and considering the urgent requirement of water supply scheme , accorded in principle approval to proceed further on the revised cost estimate at Rs. 5.22 crore and recommended the same for consideration by the Board.</p> <p>The Committee deliberated the source of funding and it was recommended to meet the expenditure from the Internal revenue of the Institute.</p>
FC 41 (2025)-5	To discuss and recommend construction of Married Scholar Accommodation (G+12)
	<p>It is submitted that with the increasing number of Ph.D. scholars, there are multiple requests from scholars, especially married women scholars, to provide accommodation for their families. The scholar's accommodation is part of a Master plan, and the Institute could not take up the work earlier due to a paucity of funds.</p> <p>Currently, there are 186 scholars admitted under different categories, and over 40% are married. On account of the increase in faculty strength, which is consequent to student strength, the number of scholars is likely to increase further. The accommodation inside the campus would enable them to pursue their research beyond office hours and access the laboratory for their research work any time.</p>

Keeping this in mind, it is proposed to construct a G+12 married scholars accommodation with a stilt at the location earmarked initially in the approved Master Plan. It is also proposed to earmark some houses earmarked for Professor of Practice, visiting professors, adjunct faculty members who visit the Institute for short duration of 01-06 months

It is proposed that the work be awarded to CPWD by deposit work. Accordingly, based on our request, the Chief Architect, CPWD, has prepared a concept plan and subsequently, the Chief Engineer, CPWD, has submitted a preliminary estimate amounting to **Rs.64,95,36,000/- including 3% contingencies** which is attached in the **Annexure-V**.

The salient features of the building are as follows:

- **G+12 floor** with RCC framed structure
- **Ground floor:** Silt floor for Parking
- **First Floor:**
 - ✓ 14 rooms (double occupancy) with attached toilets, wardrobes, and balconies.
 - ✓ Dining space for 48 persons at a time with pantry provisions.
- **Second Floor to Twelfth Floor:** Total Houses 99 with Each Floor consists of 9 houses
- **Passenger Lift : 3 Nos** including 1 lift for bed elevator
- **Total area: 14502.17 sqm.**

Cost: Rs.64,95,36,000/- including 3% contingencies

Duration: 28 months (4 months for planning and 24 months for execution)

Considering the high cost involved, it is proposed that the work will be executed through availing loan from HEFA and the payment will be released to CPWD / contractor as per the norms of HEFA.

The BWC held on 01.06.2025, suggested including a meeting room for 10 – 15 persons along with a waiting hall on the first floor and recommended the proposal.

The proposal was presented to the Finance Committee and it was explained that the building is part of the Master Plan and will be constructed on the earmarked land.

The Finance committee noted the observation of the BWC and advised the Institute to comply with the observation of BWC.

Further, on the query regarding the ceiling of the construction of building the based on student strength of 75 sq.m as per the MoE notified norms, it was informed that

Building	Area (in sq.m)	Area (in sq.m)
Permissible area for the building for proposed 3000 students (3000 * 75 sq.m)		2,25,000
1.Existing buildings (as per the Project completion report issued by MoE)	1,13,581	
2.Work in Progress (approved New Boys Hostel)	19,397	
3.Proposed Married scholar Hostel	14,502	
4.Proposed Vertical Extension of Academic Block (2 Floors)	3,987	
5.Proposed Kitchen annex	1,011	
Total	1,52,478	1,52,478

	<p>Thus, the total building(existing+ proposed) is within the approved ceiling.</p> <p>Further, it was also clarified that the Institute has the sufficient internal revenue generation to meet the payment liability (as confirmed by the HEFA during a meeting) and is eligible to apply for additional loan from HEFA.</p> <p>The Finance Committee took note of the clarification and after deliberation, approved the construction of married scholars' accommodation at an estimated cost of Rs . 64,95,36,000, including 3% contingencies through HEFA loan to be executed through CPWD as a deposit work.</p>
FC 41 (2025)-6	To discuss and recommend construction of New Kitchen Complex (G+3)
	<p>It is submitted that the Institute has the dining complex (AKSHAYA) with Four dining floors in the form of G+3 structure with TWO kitchens (one at Ground floor and another at 2nd floor with a dining capacity for 2000 students and the building has a provision to increase vertically another two floors. Presently the mess operation is executed through Two mess contractors on outsourcing basis catering to 2100 students.</p> <p>Due to the introduction of new programs of B.Tech, M.Tech on the basis of NEP 2020, which prescribes enhancing the student strength to over 3000. The student strength is likely to be increased to 3000 shortly with construction of additional 800 bedded hostel started already by CPWD.</p> <p>The present dining complex cannot be vertically raised by another two floors due to operation of the existing mess since, the construction above the existing structure will involve disturbances to the cooking/ dining and also the water, sewage line etc, being disconnected. The Institute do not have sufficient place/building to run mess operation at another place temporarily till the completion of work. Further, there is also another practical problem faced in the running of mess at present with more students (dining in one mess is in the ratio of 1:1100) against the optimal ratio of 1:600 for quality of food preparation and efficient service as is prevalent in other CFTIs.</p> <p>Hence the matter was discussed with experts and in order to overcome the problem and also to cater to the additional student strength vis a vis quality serving food adhering to practice followed in other CFTIs, it is proposed that a separate kitchen complex adjacent to the existing dining block on the northern side be constructed with a provision of a connecting corridor to the existing dining complex. Thereby, the existing kitchen area will be converted into an additional space for dining to accommodate additional strength and each floor can serve food for 750 students and the mess operation will be carried out through four mess contractors.</p> <p>It is proposed to construct the building through CPWD as deposit work and the CPWD has submitted a preliminary estimate for an amount of Rs.5,00,93,000/- including 3% contingencies based on DPAR 2023. (Annexure-VI)</p> <p>Salient features of the Kitchen Complex</p> <p>Total Plinth area: 1011. Sq. Mtr Building: G+3 RCC framed structure</p>

	<p>Duration: 15 months (3 months for planning +12 months for execution)</p> <p>The Expenditure is proposed to be met from IRG of the Institute for Rs.4.01 crore and Rs.1.00 crore from Hostel development fund.</p> <p><i>The BWC held on 01.06.2025, after deliberation, resolved the following;</i></p> <ul style="list-style-type: none"><i>Recommended the proposal for the construction of a new Kitchen complex</i><i>Advised the possibility of shear wall construction as the work is urgent and CPWD was requested to explore the same and intimate.</i><i>The work will be entrusted to CPWD as a deposit work.</i> <p>The Finance Committee noted the observations of the BWC and advised the Institute to adhere the same.</p> <p>The Finance Committee perused the proposal and after deliberation, recommended to Board the construction of the kitchen complex at an estimated cost of Rs . 5,00,93,000/- including 3% contingencies. The expenditure shall be met through IRG/Hostel development fund(Rs.4.01 crore from IRG and Rs.1.00 crore from Hostel development fund).</p>														
FC 41 (2025)-7	<p>To discuss and recommend Vertical Expansion in the Existing Academic Block</p>														
	<p>It is submitted that the Institute is having an academic Block (G+4) with 30 classrooms, and the capacity of the classrooms is as under:</p> <table><tr><td>240 seater</td><td>3 Numbers</td></tr><tr><td>120 seater</td><td>3 Numbers</td></tr><tr><td>80 seater</td><td>24 numbers</td></tr><tr><td>Total</td><td>30 Number</td></tr></table> <p>Due to the introduction of new programs of B.Tech, M.Tech on the basis of NEP 2020, which prescribes enhancing the student strength to over 3000, the student strength is likely to be increased to 3000 shortly . Thus due to increase in student strength and the offer of a basket of electives, there is a requirement for additional classrooms.</p> <p>The existing academic block has a provision for constructing two additional floors through vertical extension. Hence, two more floors are proposed to be constructed over the existing Academic block of G+4.</p> <p>The requirement of the classroom was discussed with faculty members and there is additional requirement of 10 class rooms in varying capacity to conduct classes for different batch size.</p> <p>Accordingly, CPWD was requested to furnish architectural drawings for the vertical extension, and they have furnished a preliminary drawing with the following provision.</p> <p>Area: 3987 sq.m Duration of construction: 04 months for planning and 12 months for construction</p> <table><tr><th rowspan="2">S.No</th><th rowspan="2">Floor details</th><th colspan="2">Provisions made</th></tr><tr><th>Capacity (seating capacity of each room)</th><th>Number of Classrooms</th></tr></table>	240 seater	3 Numbers	120 seater	3 Numbers	80 seater	24 numbers	Total	30 Number	S.No	Floor details	Provisions made		Capacity (seating capacity of each room)	Number of Classrooms
240 seater	3 Numbers														
120 seater	3 Numbers														
80 seater	24 numbers														
Total	30 Number														
S.No	Floor details	Provisions made													
		Capacity (seating capacity of each room)	Number of Classrooms												

	1	5 th floor	84-seater	4
			180-seater	1
	2	6 th floor	91-seater	3
			156 seater	1
			260 seater	1
			Total capacity	10
	Now, CPWD has submitted a preliminary estimate for an amount of Rs.21,50,30,000/- including 3% contingencies , which is attached in the Annexure-VII .			
Considering the high cost involved, it is proposed that the work will be executed through availing loan from HEFA and the payment will be released to CPWD / contractor as per the norms of HEFA.				
<i>The BWC held on 01.06.2025 had recommended the proposal and advised that structural audit shall be conducted for the existing G+4 building before taking up the work . The work will be executed through CPWD by availing loan from HEFA.</i>				
The Finance Committee noted the observation of the BWC and advised the Institute to comply the same.				
The Finance Committee, after deliberation recommended to Board, the construction of additional classrooms by way of vertical expansion in the existing academic block at an estimated cost of Rs. 21,50,30,000/-, including 3% contingencies by availing the HEFA loan through CPWD as deposit work after satisfying that the reduction given for absence of foundation work is as per extant guidelines.				
FC 41 (2025)-8	To discuss and recommend Solar Generation plant under RESCO mode through SECI, MNRE.			
	<p>It is submitted that “PM-Surya Ghar Muft Bijli Yojana”, was launched by the Prime Minister which mandates the installation of solar power plants across central government buildings by December 2025. An MoU has been signed between the Ministry of Education and Solar Energy Corporation India (SECI), the Ministry of New and Renewable Energy (MNRE).</p> <p>After this, all educational institutions have been advised by the SECI to furnish details regarding the sanctioned load and the rooftop available area for solar panel installations. Accordingly, the Institute conducted the survey through an MNRE-approved vendor, and the agency recommended installing 375 KW solar panels in the available area. This was reported in the SECI portal.</p> <p>As per the provisions of the MoU, the SECI will float the tender on behalf of the Institutes, and the L1 agency will be recommended for the execution of work in the concerned institute. To float the tender, the SECI has requested the institute to provide a mode of execution, i.e. 1. Capital Expenditure (CAPEX) 2. Renewable Energy Service Company (RESCO), along with the following details:</p> <ul style="list-style-type: none">• Mode of Installation• Estimated installation capacity• Maximum Price			

	<p>To work out the plan, an expert committee was constituted by the Director and the recommendations of the expert committee are placed as Annexure-VIII.</p> <p>Taking into account the recommendations of the committee, the Institute propose the following:</p> <ul style="list-style-type: none"> • Mode of Installation: RESCO • Estimated installation capacity - 375 kW • Indicative Price: Rs. 5.15 per kWh (Against the TNEB rate of Rs. 7.50/kWh) • SECI will float the tender on behalf of IIITDM Kancheepuram. <p>The indicative price is based on a tender recently floated by the SECI.</p> <p><u>Salient features:</u></p> <ul style="list-style-type: none"> ✓ Zero investment cost for the Institute ✓ Purchasing the power @Rs.5.15 per kWh against the TNEB rate of Rs.7.50/kWh for 25 years <p><i>The BWC held on 01.06.2025, after deliberation recommended the proposal.</i></p> <p>The Finance committee noted the recommendation of the BWC. The Finance committee queried about the wisdom of adoption of RESCO mode over CAPEX by the Institute and it was clarified that with the rapid change of technology, maintenance cost and the Institute being near the coast and cyclone prone area, the RESCO model is beneficial to the Institute.</p> <p>The Finance Committee opined that the power purchase agreement for a period of 25 years is on the higher side and advised the institute to limit it to 5-7 years. It was clarified that the Institute will take up the same with SECI and will update the same in the next meeting.</p>
FC 41 (2025)-9	To discuss and recommend the guidelines on the investment of surplus funds of the institute
	<p>It is submitted that the institute regularly deposits the corpus fund, IRG, any other funds in the term deposits offered by the nationalised banks to earn better rate of return. In order to streamline the investment procedures, the Director constituted a committee for formulation of investment guidelines vide OM no. Accts/ 24-25/01, Dated- 09/12/2024 in line with the guidelines followed by other CFTIs and Ministry guidelines.</p> <p>Accordingly, the committee discussed the various guidelines adopted by the IITs/ CFTIs, Ministry of Finance etc. and prepared the detailed guidelines on investment of surplus fund of IIITDM Kancheepuram which is attached in the Annexure-IX.</p> <p>The Committee noted the recommendation of the expert committee on framing of guidelines on the investment of surplus funds of the institute.</p> <p>The Committee further recommended the guidelines with the following modification</p> <ol style="list-style-type: none"> 1. The investment in any approved bank shall have the ceiling of maximum of 25% of

	<p>total investment corpus to diversify and mitigate the risk and empanelling all PSU banks.</p> <ol style="list-style-type: none"> 2. The chosen Public Sector Bank is not falling with in Prompt corrective Action of RBI. 3. Any other investments assets mentioned in rule 3(d) may be defined. 4. The private sector Bank should have a minimum AAA(Stable) Credit Rating 5. Rule 4.2 of the guidelines, the ceiling limit for convening the investment committee meeting to be changed from Rs. 25.00 lakhs to Rs. 10.00 lakhs . <p>The revised guidelines may be submitted in the next meeting of the Finance committee .</p>
FC 41 (2025)-10	To inform the Finance Committee regarding the increase in Dearness Allowance from 53% to 55%
	<p>The Department of Expenditure, Ministry of Finance vide OM No. 1/1/2025-E-II (B) dated 02nd April 2025 has revised the rates of Dearness Allowance from the existing rates of 53% to 55% of the Basic Pay with effect from 01.01.2025.</p> <p>On 20th May 2025, the Ministry of Education forwarded the copies of the above OM along with concurrence of IFD of the ministry for adoption of the enhanced DA as per the OM (Annexure-X).</p> <p>It is informed that the institute has released the revised DA@ 55 % along with arrears from January 2025 accordingly.</p> <p>The Committee noted the revision of DA.</p>
FC 41 (2025)-11	To discuss and recommend Office of Alumni Affairs and Relations (OAAR) Funding Guidelines
	<p>It is submitted that the Office of Alumni Affairs and Relations (OAAR) was established in IIITDM Kancheepuram with the primary objective of facilitating interaction, engaging and encouraging alumni in academic, industrial, and research collaboration activities. A separate bank account is maintained at Institute for collection of alumni contribution.</p> <p>To ensure a structured and transparent management of the Alumni Funds at IIITDM Kancheepuram aiming to facilitate better interaction and support for students and alumni community, a detailed guidelines was prepared for funds collection, allocation and distribution, focusing on supporting students activities, operations costs and significant project investments.</p> <p>The draft Alumni Affairs and Relations (OAAR) funding guidelines is attached as Annexure-XI.</p> <p>The committee directed to fix the amount in the rule No.1.1.2 where it is mentioned as “once the substantial amount has been collected”. Based on the direction, the rule is modified and it may be read as “as per decision of the Alumni Association”.</p> <p>The PAN card need to be obtained and applicability of GST may also be looked into.</p> <p>The Finance Committee, after discussion, recommended the guidelines to the Board for</p>

	approval.																																
FC 41 (2025)-12	To discuss and recommend the guidelines for reimbursement in respect of purchase of briefcase/official bag/ladies purses																																
	<p>The Department of Personal and Training, Ministry of Personal, Public Grievances and Pensions vide its OM No. F. No. 13016/1/2005-GAD dated 01/05/2024 has issued guidelines on “Revision of monetary ceiling for purchase/ reimbursement of briefcase/official bag/ ladies purses” to the employees once in three years. In accordance to the referred OM, the reimbursement for purchase of briefcase/official bag/ ladies purses can be made at the rates mentioned below based on the approval from competent authority. (Annexure-XII)</p> <table><tr><th>Sl. No.</th><th>Level of officer</th><th>Equivalent pay level</th><th>Ceiling incl. of GST</th></tr><tr><td>1.</td><td>Secretary/ Special Secretary or equivalent</td><td>Level-17</td><td>12,500/-</td></tr><tr><td>2.</td><td>Addl. Secretary or equivalent</td><td>Level-15 to Level-16</td><td>10,000/-</td></tr><tr><td>3.</td><td>Joint Secretary or equivalent</td><td>Level-14</td><td>8,125/-</td></tr><tr><td>4.</td><td>Director/ Dy. Secretary / Sr. PPS or equivalent</td><td>Level- 12 to Level-13</td><td>6,250/-</td></tr><tr><td>5.</td><td>Under Secretary/ Pro Private Secretary or equivalent</td><td>Level -11</td><td>5,000/-</td></tr><tr><td>6.</td><td>Section Officer/ Private Secretary or equivalent</td><td>Level- 8 to Level -10</td><td>5,000/-</td></tr><tr><td>7.</td><td>Assistant Section Officer /PA or equivalent</td><td>Level -7</td><td>4,375/-</td></tr></table> <p>It is proposed to adopt the above reimbursement rates at the Institute for eligible employees as mentioned against each levels once in three years. The pay levels will be mapped with pay structure of the Institute and the officials will be granted the benefits accordingly.</p> <p>Since, the proposal is in line with the Government guidelines, the finance Committee recommends the proposal for consideration by the Board.</p>	Sl. No.	Level of officer	Equivalent pay level	Ceiling incl. of GST	1.	Secretary/ Special Secretary or equivalent	Level-17	12,500/-	2.	Addl. Secretary or equivalent	Level-15 to Level-16	10,000/-	3.	Joint Secretary or equivalent	Level-14	8,125/-	4.	Director/ Dy. Secretary / Sr. PPS or equivalent	Level- 12 to Level-13	6,250/-	5.	Under Secretary/ Pro Private Secretary or equivalent	Level -11	5,000/-	6.	Section Officer/ Private Secretary or equivalent	Level- 8 to Level -10	5,000/-	7.	Assistant Section Officer /PA or equivalent	Level -7	4,375/-
Sl. No.	Level of officer	Equivalent pay level	Ceiling incl. of GST																														
1.	Secretary/ Special Secretary or equivalent	Level-17	12,500/-																														
2.	Addl. Secretary or equivalent	Level-15 to Level-16	10,000/-																														
3.	Joint Secretary or equivalent	Level-14	8,125/-																														
4.	Director/ Dy. Secretary / Sr. PPS or equivalent	Level- 12 to Level-13	6,250/-																														
5.	Under Secretary/ Pro Private Secretary or equivalent	Level -11	5,000/-																														
6.	Section Officer/ Private Secretary or equivalent	Level- 8 to Level -10	5,000/-																														
7.	Assistant Section Officer /PA or equivalent	Level -7	4,375/-																														
FC 41 (2025)-13	To ratify the enhancement of monetary limit in the Hostel Fund-student corpus fund																																
	<p>It is submitted that the Finance Committee and Board of Governors had approved the Hostel Corpus Fund rules of the Hostel fund, wherein the surplus money generated from the mess operation is credited for the welfare of the students. As per the said rules, the student corpus fund shall be utilised for different purposes as under:</p> <table><tr><th>Description</th><th>Amount per year (Rs. in Lakhs)</th><th>Remarks</th></tr><tr><td>Students(A)</td><td></td><td></td></tr><tr><td>Scientific / professional / technical club activities</td><td>15.00</td><td>Approved vide 37th FC and 60th BoG</td></tr><tr><td>Inter Institute Cultural Activities</td><td>2.00</td><td></td></tr><tr><td>Medical emergency</td><td>5.00</td><td></td></tr><tr><td>Support towards tuition fees payment</td><td>3.00</td><td></td></tr></table>	Description	Amount per year (Rs. in Lakhs)	Remarks	Students(A)			Scientific / professional / technical club activities	15.00	Approved vide 37 th FC and 60 th BoG	Inter Institute Cultural Activities	2.00		Medical emergency	5.00		Support towards tuition fees payment	3.00															
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Support towards tuition fees payment	3.00																																

(Economically weaker students)		
Total(A)	25.00	
Support Scholars for attending International conference/workshop (B)	15.00	Approved vide 38 th FC & 60 th BoG
TOTAL (A+B)	40.00	

On account of increase in the technical club activities and number of students, many requests were given by the students to increase the existing support limit of Rs.15.00 lakhs under the head Scientific / professional / technical club activities

The student corpus fund committee deliberated the matter and recommended to increase the limit from Rs.15.00 lakhs to Rs. 20.00 lakhs per year by considering the receipts and earnings in the Hostel student corpus fund. This increase shall enable the students to participate more technical competition which will lead to increased visibility and showcasing the student's talent outside.

It is informed that as per the corpus fund rules, the director can modify /amend the corpus fund rules and accordingly the director has accorded approval to increase the limit from Rs.15.00 lakh to Rs.20.00 lakhs per year under the head Scientific / professional / technical club activities and thus the total support for students/scholars will now stand at Rs.45.00 Lakhs per year

The Committee noted the enhancement of monetary limit in the Hostel Fund-student corpus fund rules.

The meeting concluded with thanks to the Chair.

Sd/-
Chandan Kumar Prusty
Secretary

Sd/-
Prof. M V Kartikeyan
Director

Sd/-
Dr. Sridhar Vembu
Chairman