

Accounts

**SHAHEED BHAGAT SINGH
COLLEGE OF ENGINEERING & TECHNOLOGY
MOGA ROAD FEROZEPUR**

**AGENDA
THE 13TH MEETING OF THE FINANCE COMMITTEE**

**Venue: Office of the Principal Secretary
Government of Punjab
Department of Technical Education & Industrial
Training, Room No. 214, 2nd Floor
Punjab Mini Secretariat, Sector -9,
Chandigarh**

**Date:- 03-09-04
Time:- 11:00 A.M**

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CONSTITUTION OF THE FINANCE COMMITTEE

- | | | |
|----|---|-------------------|
| 1. | Principal Secretary to Govt. of Punjab,
Deptt. of Technical Education & Industrial
Training | 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 | Member |
| 4. | Principal
Shaheed Bhagat Singh College of Eng neering
& Technology , Ferozepur | Member |
| 5. | Registrar
Shaheed Bhagat Singh College of Engineering
& Technology , Ferozepur | Member- Secretary |

(1)

Item No. 13.1

Confirmation of the approved proceedings of the 12th Meeting of the Finance Committee.

The approved proceedings of the 12th meeting of the Finance Committee held on 06.10.2003 were circulated to the members of the committee for information and comments if any, vide memo No.SBSCET/FZR/3901-03 dated 15.10.2003 (Annex.-I pp 41-44)

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

Item No.13.2 To report for the action taken on the decisions of the 12th meeting of the Finance Committee.

Item No. 12.1 Confirmation of Proceeding of 11th meeting of the Finance Committee.

Decision: Proceedings confirmed.

Action : No action is called for

Item No. 12.2 To report for the action taken on the decisions of the 11th meeting of the Finance Committee

Decision : The proceedings of the 11th meeting of the Finance Committee held on 08.04.2003 were confirmed.

Action taken on the decisions of the 11th meeting of the committee, as reported by the Principal, were noted

Sub-Item 9.12 (ii) & 11.23 (b) of 9th & 11th Finance Committee :

The decision is as reported under item no.12.7 on page 4.

Sub Item No. 11.12: Fixation of Salary at Rs. 14940 /- after completion of 5 years service as Assistant Professor.

- Action :
- (i) No action is called for.
 - (ii) The detail cases of promotion for Class-IV employees (Lab. Attn., W/S Attn. and Peon) were sent to the Chairman, BOG through PSTE/IT vide office noting no. 6720 dt. 6.2.04 with recommendations (Annex.II, p 49). Further PSTE/IT office raised some observations vide no.2/20-04/STE-2/1676 dated 14.6.04 (Annex.-III, p 50). The query has been replied vide this office letter no.3583-84 dated 12.8.04 (Annex.-IV, p 51) (Refer item no.12.7), decision is awaited.
 - (iii) No action is required as per Govt. Memo No.15/1/99-STE2/4936 Dt. 29.11.03, the Govt has clarified that this benefit to be given to those faculty members who were appointed before 01.01.1996 and not after 01.01.96 (Annex.V, p. 54) (Refer item no.12.14 (B)).

Item No. 12.3 Approval of Budget Estimates for the year 2003-04.

Decision : The budget was approved. However the committee felt that those items in the budget, which have become irrelevant or redundant with time (like

Grant-in-Aid from the Government; Grant-in-Aid under Special Component & Grant-in-Aids which were sanctioned for the previous Financial Years, but now stood lapsed) must not be included in the budget estimates henceforth. Also the guiding fundamentals of effecting maximum economy shall be taken as the cardinal principal while preparing the budget estimates. The Committee also desired that in case the Recurring Budget estimate for the current year exceeds more than 15% of the actual recurring expenditure of the previous year, then the proposed recurring budget again be put up before the Finance Committee with full justification. It was further suggested that budget exercise for the Financial Year 2004-05 should now be started in the right earnestness and the same be presented by January- February 2004, positively.

Further the Committee suggested the proposed Budget exercise may preferably be got vetted from CA.

Action: As per above decision, the budget for Financial Year 2004-05 duly vetted by C.A. was submitted to the DTE/IT, Chandigarh vide this office letter no.Accts/SA/7369 dt.16.3.2004. (Annex.-VI, pp55-6)

Item No. 12.4 Promotion Policy for Administrative Staff. (Old agenda item No.11.8)

Decision: The Committee felt that this pertains to amendment of the college Bye-Law, therefore, appropriate decision can only be taken at the BOG Level.

Action: The detail case for promotion was sent to the Chairman, BOG through PSIE/IT and was approved by the Hon'ble Chairman, BOG vide letter no. 2/53/2003-05TE2/693 dated 01.03.2004 (Annex.-VII, p 62), accordingly office order regarding promotion has been issued vide order no.7120-7123 dated 01.03.2004 (Annex.-VIII, p 63).

Item No. 12.5 Qualification & Experience for the Promotion of Administrative Staff

Decision: Approved only to the extent that it is consistent with the provisions in the College Bye-Laws. In case of any deviation/departure from the Bye-Laws, the item with full justification be again put up in the next meeting.

Action: The office Order has been issued vide no. 4186 dated 28.10.2003 (Annex. IX, p 64) and No. 7120-23 dated 01.03.2004 (Annex - VIII, p 63) and action on the remaining part of this item will be taken in due course of time.

Item No. 12.6 Pay fixation of Training & Placement Officer, Workshop Superintendent/System Analyst, Foreman Instructor (Asstt. Workshop Superintendent)

Decision: (A) The Committee reiterates its previous decision, in respect of Sh. M.Poddar, Workshop Superintendent.

Action: A detailed case was sent to the Chairman, BOG through PSTE/IT vide noting no. 7334 dated 15.3.2004 (Annex.- X, p 65) for review of agenda, item no.12.6 (A). Mr.M.Poddar, Former Workshop Supdt.has been redesignated as Asstt. Professor (W/shop Practice) vide Office Order No. 1300-1302 dt. 28.5.2004 (Annex.-XI, p 66) in compliance with Govt. Memo No. 12/19/04-5TE-2/1312 dated 5.5.2004 and no.16/111/03-05/TE-2/4142 dated 23.9.2003 (Annex - XII, pp 67-68). Further direction regarding release of balance payment to Sh. Poddar has been sent to Accounts Section, SBSCET vide noting dated 28.5.2004 (Annex.- XIII, p 69).

Mr. J.S.Tiwana (Former Foreman Instructor) was redesignated as Lecturer (W/S Practice) vide Office Order No.7175-76 dt. 2.3.2004. (Annex.- XIV, p 70)

Item No. 12.7 Promotion criteria for Class-IV Employees (Laboratory Attendants, Workshop Attendants & Peons)

Decision: Previous decision of the Finance Committee taken in its 11th meeting is reiterated.

Keeping in view the sympathetic recommendation of the Principal, The provisions of the College Bye-Laws be implemented (i.e. direct recruitment & promotion in the ratio of 50:50) But they will have to clear/pass the required tests as per College Rules in advance (for Peons) or, attain the requisite qualifications i.e. I.T.I. pass with 5 year experience in this College or Diploma with 3 years experience in college) in advance.

However, if there is consensus for the Punjab government model, then the concerned employees can again represent even at a subsequent stage.

Action: The ~~case~~ case of promotion for class-IV employees (Lab. Attn., W/S Attn., and Peon) was sent to the Chairman, BOG through PSTE/IT vide office noting no.6720 dated 6.2.04 with recommendations (Annex.- II, p 49). Further PSTE/IT office raised some observations vide no.2/20-04/5TE-2/ 1676 dated 14.6.04 (Annex.-III). The query has been replied vide this office letter no.3583-84 dated 12.8.04 (Annex.-IV, p 51), the decision is awaited.

Item No. 12.8 Review of Inter- Se-Seniority due to conversion of Post of Caretakers/ assistant Storekeeper in the Post of Clerical Cadre

Decision: The applicability of the Supreme Court Ruling be got reviewed from the legal expert (College Lawyer) and the item to be put up in the next meeting

Action: A committee was constituted for obtaining the legal opinion from the college lawyer. The legal opinion was obtained from two lawyer. Both expressed contradictory views (Annex.-XV, pp 71-74) Then it was referred

to the 3rd lawyer for his legal opinion (Annex XVI, pp75-76) His legal opinion is awaited.

Item No. 12.9 Reversion of Caretakers into their parent cadre.

Decision: The Committee resolved for 'Status Quo' to be maintained for the time being.

Action: No action is called for.

Item No.12.10 Re-organization of Technical Post.

Decision: Approved but with the condition that cardinal principal of Bye-Laws i.e. for direct recruitment and promotion shall remain applicable to Lab. Superintendents as 100% promotion pertains to amendment of Bye- Laws and therefore the appropriate decision in respect of 100% promotion can only be taken at the BOG level.

Action: It is to report that some requests from technical staff were received regarding non-reduction of number of posts of T.A and some requests were also received for 100% promotion of T.A. to Lab. Supdt. Action will be taken keeping in view the requirement of Lab Supdtt. in the college and the financial resources available.

Item No.12.11 Revised Slab structures for House Allotment due to Revision of Pay Scales.

Decision: Approved, however, this shall be effective with prospective effect.

Action: Presently, house allotment is done on the basis of revised slab structure.

Item No.12.12 Approval for Revision of Pay- Scales of Laboratory Assistants.

Decision: Although there appears to be genuineness in granting the next higher scale of Rs.3330-6200, However this shall be implemented only after the formal approval by the Chairman, BOG.

Action: The case has been sent to the Hon`ble Chairman, BOG through STE/IT for formal approval vide this office noting no. 5750 dt. 23.12.2003 (Annex - XVII, p 77), action will be taken accordingly.

Item No.12.13 Installation of New-Deep Tubewell Bore for water Supply in the college

Decision: Approved

Action: Expert opinion on the functioning of the existing Deep Tubewell was taken. They advised to install pump with lower H.P. It was tried as per the advise and now the tubewell is functioning properly. If need arises, a fresh proposal for installation of new Tube Well will be sent separately.

