



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]

Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]
Website: <http://www.mnnit.ac.in>

Minutes of the Sixtieth [60th] meeting of the Board of Governors held on December 7, 2019 at 03:30 p.m. in Conference Hall, Executive Development Centre, Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004.

Following members of the Board of Governors attended the meeting.

- | | | |
|----|--|-------------|
| 1. | Prof. Devendra Pratap Singh Distinguished Professor, IIT (BHU), Varanasi - 221005 (U.P.) | Chairperson |
| 2. | Prof. Rajeev Tripathi Director, Motilal Nehru National Institute of Technology Allahabad, Prayagraj – 211004 | Member |
| 3. | Shri Madan Mohan Additional Director General [HE], Department of Higher Education, Ministry of Human Resource Development, Government of India, Shastri Bhawan, New Delhi-110 001. [Through Remote Conferencing] | Member |
| 4. | Prof. Neeraj Misra Professor Department of Mathematics & Statistics Indian Institute of Technology, Kanpur, Kanpur 208 016 [Nominee of Director, IIT Kanpur] | Member |
| 5. | Shri Ramniwas Jain A-2, Sindhunagar, Kanpur Road, Lucknow- 226023 | Member |
| 6. | Shri Manish Kapoor 62, Gandhinagar, Sigra Varanasi- 221010 | Member |

[Signature]

[Signature]

- | | | |
|----|---|-----------|
| 7. | Prof. M. M. Gore Professor, Department of Computer Science & Engineering, Motilal Nehru National Institute of Technology Allahabad, Prayagraj – 211004. | Member |
| 8. | Dr. Vandana Agrawal Assistant Professor, Department of Mechanical Engineering, Motilal Nehru National Institute of Technology Allahabad, Prayagraj – 211004 | Member |
| 9. | Dr. Sarvesh K Tiwari Registrar Motilal Nehru National Institute of Technology Allahabad, Prayagraj – 211004 | Secretary |

Following members of the Board of Governors were granted leave of absence from the meeting on account of their preoccupation:


- | | | |
|----|--|--------|
| 1. | Ms. Darshana M Dabral Joint Secretary and Financial Adviser Integrated Finance Division, Ministry of Human Resource Development, Shastri Bhawan, New Delhi- 110 001 | Member |
|----|--|--------|

The Chairperson extended a warm welcome to the members and thanked them for taking their time out to attend the meeting.

The Board of Governors was informed that the Institute has received comments from the Integrated Finance Division of Ministry of HRD vide letter F. No. 3-18/2013-IFD, dated 05.12.2019 [ANNEXURE-I] on the agenda items of 55th meeting of the Finance Committee and 60th meeting of the Board of Governors of the Institute. The Board of Governors resolved to take these comments on records.

Item No. 60.01 : **To confirm the minutes of the Fifty-ninth [59th] meeting of the Board of Governors held on 27.08.2019.**

Resolution : The Board of Governors considered the confirmation of minutes of its Fifty-ninth [59th] meeting held on 27.08.2019 and noted that no comments have been received, from any of the members.



The Board of Governors resolved to confirm the minutes of its Fifty-ninth [59th] meeting held on 27.08.2019.

Item No. 60.02 : To report the action taken on the decisions taken in the Fifty-ninth [59th] meeting of the Board of Governors held on 27.08.2019.

Resolution : The Board of Governors perused the action taken by the Institute on the decisions taken in its Fifty-ninth [59th] meeting held on 27.08.2019.

The Board of Governors resolved that action taken by the Institute on the decisions taken in its Fifty-ninth [59th] meeting of the Board of Governors, as circulated along with the agenda papers be noted and taken on record.

Item No. 60.03 : Directors' Report.

Resolution : The Director presented the report and apprised the Board of Governors about the activities and developments in the Institute, since the last meeting of the Board of Governors.

The Board of Governors expressed pleasure over the progress made by the Institute during the period.

The Board resolved that the presentation of the Director may be taken on record.

Item No. 60.04 : To confirm and ratify the decision of the Chairperson, Board of Governors on:
[A] Permission on request of faculty members for attending Conference outside India [approved on 30.08.2019].

[B] Grant of deputation to Prof. P.R. Agrawal, Professor, School of Management Studies to join as Vice-Chancellor, Awadhesh Pratp Singh University, Rewa, M.P.

[C] List of the degree recipients to be conferred in Sixteenth [16th] Annual Convocation of the Institute.



Resolution : **[A]** The Board of Governors noted the approval accorded by the Chairperson, Board of Governors on 30.08.2019 on the request of following faculty members for attending Conference outside India:

- (i) Prof. K. N. Pandey, Professor, Department of Mechanical Engineering for attending 36th Danubia-Adria Symposium on Advances in Experimental Mechanics to be held at Pilsen, Czech Republic from 24.09.2019 to 27.09.2019 to present his paper titled "Effect of Shallow and Deep Cryogenic Treatment on Tribological Properties of Monel K-500". [Approved by the Chairperson, Board of Governors on 30.08.2019].
- (ii) Dr. Abhishek Kumar Tiwari, Assistant Professor, Department of Applied Mechanics for attending 7th International Conference on Sport Sciences Research and Technology (icSPORTS-2019) to be held at TU Wein, Vienna, Austria from 20.09.2019 to 21.09.2019 to present his paper titled "Design and Development of a Device for Performance Analysis in Boxing". [Approved by the Chairperson, Board of Governors on 30.08.2019].

The Board of Governors resolved to confirm and ratify the approval accorded by the Chairperson, Board of Governors, on the above.

[B] The Board of Governors noted the approval accorded by the Chairperson, Board of Governors for grant of deputation to Prof. P.R. Agrawal, Professor, School of Management Studies to join as Vice-Chancellor, Awadhesh Pratp Singh University, Rewa, M.P. [Approved by the Chairperson, Board of Governors on 1.10.2019].

The Board of Governors resolved to confirm and ratify the approval accorded by the Chairperson, Board of Governors, on the above.

[C] The Board of Governors noted the approval accorded by the Chairperson, Board of Governors on the list of the degree recipients to be conferred in



Sixteenth [16th] Annual Convocation of the Institute. [Approved by the Chairperson, Board of Governors on 30.10.2019].

The Board of Governors resolved to confirm and ratify the approval accorded by the Chairperson, Board of Governors, on the above.

Item No. 60.05 : To consider the adoption/ implementation of following letters received from the Ministry of HRD, for implementation in the Institute:

[A] Letter F. No. 33-3/2018-TS.III, dated 05.11.2019 from the Ministry of HRD, on the subject "Implementation of Central Educational Institutions (Reservation in Teachers' Cadre) Act, 2019"

Resolution : **[A]** The Board of Governors considered the letter F. No. 33-3/2018-TS.III, dated 05.11.2019 received from the Ministry of HRD, on the subject "*Implementation of Central Educational Institutions (Reservation in Teachers' Cadre) Act, 2019*" for adoption and implementation in the Institute.

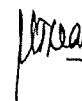
The Board of Governors resolved to note and adopt the same for implementation in the Institute.

Item No. 60.06 : To consider the proposal for approval of Draft Annual Report, Audit Report and Audited Statement of Accounts for the year 2018-19.

Resolution : The Board of Governors considered the proposal of Draft Annual Report, Audit Report and Audited Statement of Accounts for the year 2018-19 for approval.

The Board of Governors also noted the point wise response of the Institute on the observations in the Separate Audit Report [SAR] for the year 2018-19. A copy of the point-wise response of the Institute on the observations in the Separate Audit Report [SAR] for the year 2018-19 is placed at **ANNEXURE – II**.

The Board of Governors noted the Draft Annual Report, Audit Report and Audited Statement of Accounts for the year 2018-19 and approved the same.



Item No. 60.07 : To consider and approve the recommendations of the Departmental Promotion Committee for promotion of Non-Faculty members of the Institute.

Resolution : The Board of Governors considered the recommendations of the meetings of the Departmental Promotion Committee held during November 13, 2019 to November 14, 2019 for promotion of Non-Faculty members of the Institute.

The Board was apprised that the Institute has followed the guidelines notified by the Ministry of HRD vide letter No. F.35-5/2018-TS.III, dated February 20, 2019 and April 4, 2019. The Board was also apprised of the details of the procedures/steps followed by the Institute for conducting DPC. The Board was informed that before considering the cases of eligible staff members by the DPC, their vigilance clearance has been taken from the CVO of the Institute and the DPC has given due consideration to the ongoing inquiries/ penalty imposed while considering the cases of such members of the staff in terms of DoPT O.M.s No. 22011/4/2007-Estt. (D) dated 21.11.2016 and No. 22011/4/2007-Estt. (D) dated 28.04.2014, 22011/4/91-Estt. (A) dated 14.09.1992.

The Board was further apprised that Selection Committees of different posts for different departments/ sections were constituted as per Statutes 23 (5)(b), (c) & (d).

The Board considering the above details presented before it, resolved to approve the recommendations of the Departmental Promotion Committee for promotion of staff members on various positions in different departments/ sections.

The Board further resolved that the effective date of grant of promotion will be the date of approval of the Board.

A list of candidates recommended by the Departmental Promotion Committee for promotion on various positions for different departments/ sections is placed at **ANNEXURE-III**.

The Board also resolved to confirm this resolution and allowed the Institute to issue



letters accordingly.

Item No. 60.08 : To consider the activities planned to be organized under the Diamond Jubilee Celebrations of the Institute from December 02, 2019.

Resolution : The Board of Governors considered the activities planned to be organized under the Diamond Jubilee Celebrations of the Institute from December 02, 2019.

The Board of Governors was informed about the activities planned to be organized as a part of the Diamond Jubilee Celebrations as recommended by the Institute Committee [ANNEXURE-IV].

The Board of Governors noted the activities along with the budget estimates and resolved to approve the recommendations of the Institute Committee.

The Board also accepted the recommendations of the Institute Committee for organizing the Institute Foundation Day on December 2 every year

Item No. 60.09 : To consider the following Memorandum of Understanding (MoUs) to be executed between MNNIT Allahabad and other organizations for academic collaboration:

[A] Memorandum of Understanding (MoU) for collaboration between MNNIT Allahabad and Rajiv Gandhi Institute of Petroleum Technology (RG IPT) at Jais (District Amethi U.P.).

[B] Memorandum of Understanding (MoU) between MNNIT Allahabad and MAScIR Morocco regarding supervising students for Ph. D.

Resolution : [A] The Board of Governors considered the Memorandum of Understanding (MoU) for collaboration between MNNIT Allahabad and Rajiv Gandhi Institute of Petroleum Technology (RG IPT) at Jais (District Amethi U.P.).

The Board of Governors noted that the collaboration between RG IPT, Amethi and MNNIT Allahabad will be on the following:

- (i) Visit of Faculty/ Staff/ Student in areas of mutual interest.
- (ii) Exchange of scientific and technical information.



- (iii) Undertaking Collaborative research activities through participation in nationally and internationally funded projects.
- (iv) Training of students of both institutions as per the facilities and resources available.
- (v) Jointly organize events such as seminars, workshops, conferences and training programmes.
- (vi) Sharing of library facility.
- (vii) Joint supervision of PG/Ph.D.

The Board of Governors resolved to accept and approve the proposal of the Institute for entering into a Memorandum of Understanding (MoU) for collaboration between MNNIT Allahabad and Rajiv Gandhi Institute of Petroleum Technology (RGIPT) at Jais (District Amethi U.P.).

- [B] The Board of Governors considered the Memorandum of Understanding (MoU) between MNNIT Allahabad and MASCI Morocco regarding supervising students for Ph. D.

The Board of Governors resolved to accept and approve the proposal of the Institute for entering into a Memorandum of Understanding (MoU) between MNNIT Allahabad and MASCI Morocco regarding supervising students for Ph.D.

Confidential

Confidential

Ragini

Prasa

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Confidential



Confidential

Kafni

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Rajni

Mina

Confidential

Rajni

Prasanna

Confidential

Rajni

[Signature]

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Item No. 60.16 : [A] To note the minutes of the Thirty-first [31st] meeting of the Building and Works Committee held on 26.09.2019.

[B] To note the minutes of the Thirty-second [32nd] meeting of the Building and Works Committee held on 30.10.2019.

Resolution : [A] The Board of Governors considered the minutes of the Thirty-first [31st] meeting of the Building and Works Committee held on 26.09.2019. A copy of the minutes of the Thirty-first [31st] meeting of the Building and Works Committee is at ANNEXURE- VII .

The Board of Governors noted and took on record the minutes of the Thirty-first [31st] meeting of the Building and Works Committee held on 26.09.2019.

[B] The Board of Governors considered the minutes of the Thirty-second [32nd] meeting of the Building and Works Committee held on 30.10.2019. A copy of the minutes of the Thirty-second [32nd] meeting of the Building and Works Committee is at ANNEXURE- VIII .

The Board of Governors noted and took on record the minutes of the Thirty-second [32nd] meeting of the Building and Works Committee held on 30.10.2019.

Item No. 60.17 : [A] To note the minutes of the Fifty-fifth [55th] meeting of the Finance Committee scheduled to be held on 07.12.2019.

[B] To consider the following recommendations of the Fifty-fifth [55th]



meeting of the Finance Committee scheduled to be held on 7.12.2019 for approval:

- [I] Proposal for delegation of powers to the Building and Works Committee [B&WC] for executing additions/ alternations/ modifications etc. of Civil or Electrical works in the existing buildings and execution of original/ minor works with estimated cost upto ₹ 30.00 Lakhs as per the provision of GFR-2017.
- [II] Guidelines/ policy for writing off of the irrecoverable losses upto a limit of ₹10, 000.00 and the irrecoverable value of store items lost or rendered unserviceable due to normal wear and tear or obsolete upto a limit of ₹ 25,000.00
- [III] Recommendations of the Thirty-second [32nd] meeting of the Building & Works Committee [BWC] held on 30.10.2019 on the following items for approval:
 - (a) Preliminary/Detailed Estimates of ₹ 9,74,71,400.00 submitted by the CPWD Allahabad for widening and re-carpeting of roads with provision of interlocking tiles on the road berms in the Academic, Residential and Hostel Campus of the Institute.
 - (b) Modifications/ new works in the already approved and ongoing work of Construction of Girls Hostel (G+6) by M/S RITES Ltd. within the contract amount of the subject work.

Resolution : [A] The Board of Governors considered the minutes of the Fifty-fifth [55th] meeting of the Finance Committee held on 07.12.2019. A copy of the minutes of the Fifty-fifth [55th] meeting of the Finance Committee is at ANNEXURE- IX .

The Board of Governors noted and took on record the minutes of the Fifty-fifth [55th] meeting of the Finance Committee held on 7.12.2019.

- [B] [I] The Board of Governors considered the recommendations of the Fifty-fifth [55th] meeting of the Finance Committee on the proposal for delegation of powers to the Building and Works Committee [B&WC] for executing additions/ alternations/ modifications etc. of Civil or Electrical



works in the existing buildings and execution of original/ minor works with estimated cost upto ₹ 30.00 Lakhs as per the provision of GFR-2017.

The Board of Governors resolved to accept and approve the same.

- [II] The Board of Governors considered the recommendations of the Fifty-fifth [55th] meeting of the Finance Committee on the guidelines/ procedures/ stipulations to be followed for write off of irrecoverable losses upto a limit of ₹10, 000.00 and of irrecoverable value of store items lost or rendered unserviceable due to normal wear and tear or obsolete upto a limit of ₹ 25,000.00.

The Board of Governors resolved to accept and approve the guidelines as recommended by the Finance Committee. The guidelines as approved by the Board of Governors is at **ANNEXURE-X**.

- [III] (a) The Board of Governors considered the recommendations of the Fifty-fifth [55th] meeting of the Finance Committee and the Thirty-second [32nd] meeting of the Building & Works Committee [BWC] on the following items for approval:
- (i) Preliminary/ Detailed Estimates of ₹ 9,74,71,400.00 (Rupees Nine Crore Seventy Four Lac Seventy One Thousand Four Hundreds only) for widening and re-carpeting of roads with provision of interlocking tiles on the road berms in the Academic, Residential and Hostel Campus at MNNIT Allahabad, Prayagraj for grant of administrative approval and expenditure sanction.
- (ii) To award the work to CPWD Allahabad.



- (iii) The flow of funds shall be as per clause 3.1.2.1.(9) of CPWD Works Manual 2019 and SOP No.3/6 (Deposit Works) of SOP for CPWD Works Manual 2019 or relevant rules applicable.
- (iv) The expenditure may be met out of the funds available with the Institute, preferably under OH-35

The Board of Governors resolved to approve the same along with grant of the administrative approval and expenditure sanction on the above.

- (b) The Board of Governors considered the recommendations of the Fifty-fifth [55th] meeting of the Finance Committee and the Thirty-second [32nd] meeting of the Building & Works Committee [BWC] on the modifications/ new works proposed in the already approved and ongoing work of Construction of Girls Hostel (G+6) by M/S RITES Ltd. within the contract amount of the subject work, for approval.

The Board of Governors resolved to accept and approve the same.

- Item No. 60.18 : [A] Permission to hold an International Conference on Energy and Environmental Technologies for Sustainable Development (CHEM-CONFLUX20) during February 14-16, 2020 in MNNIT Allahabad.
- [B] Permission to hold an International Conference 'BioSangam 2020' on 'Biotechnological Interventions for Societal Development' during February 21-23, 2020 in MNNIT Allahabad.

Resolution : [A] The Board of Governors considered the proposal for the organization of



International Conference on Energy and Environmental Technologies for Sustainable Development (CHEM-CONFLUX20) during February 14-16, 2020 in MNNIT Allahabad.

The Board of Governors resolved to accept and approve the same.

- [B] The Board of Governors considered and the proposal for the organization of International Conference 'BioSangam 2020' on 'Biotechnological Interventions for Societal Development' during February 21-23, 2020 in MNNIT Allahabad.

The Board of Governors resolved to accept and approve the same.

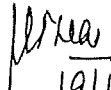
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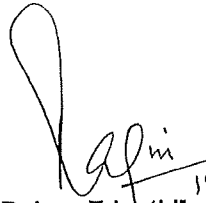
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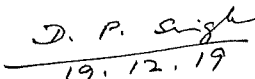
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The meeting ended with thanks to the Chair.


19/12/19
[Sarvesh K Tiwari]
Registrar/ Secretary


19/12/19
[Rajeev Tripathi]
Director, MNNIT Allahabad

Approved


19.12.19
[Devendra Pratap Singh]
Chairperson, Board of Governors
MNNIT Allahabad

कार्यालय प्रधान निदेशक लेखापरीक्षा (केंद्रीय) लखनऊ

शाखा कार्यालय - प्रयागराज

15-ए, दयानंद मार्ग; सत्यनिष्ठा भवन, प्रयागराज - 211 001

पत्र संख्या: प्र0नि0ले0प0 (केंद्रीय)/पृ.ले.प.-20/2018-20/

दिनांक : 10.2019

सेवा में,

सचिव, भारत सरकार,
मानव संसाधन विकास मंत्रालय,
उच्च शिक्षा विभाग, शास्त्री भवन,
नई दिल्ली- 110001

विषय : मोती लाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान, इलाहाबाद के वर्ष 2018-19 के लेखों पर पृथक लेखापरीक्षा प्रतिवेदन।

महोदय,

इस पत्र के माध्यम से मोती लाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान, इलाहाबाद के वर्ष 2018-19 के लेखों पर पृथक लेखापरीक्षा प्रतिवेदन (अंग्रेजी) तथा वार्षिक लेखे की प्रति अग्रसारित की जा रही है।

2. कृपया सुनिश्चित करें कि पृथक लेखापरीक्षा प्रतिवेदन एवं सम्बन्धित लेखे संसद के दोनों सदनो के सम्मुख प्रस्तुत हुए।

3. कृपया पृथक लेखापरीक्षा प्रतिवेदन एवं लेखों को संसद के दोनों सदनो के समक्ष अन्तिम रूप-से प्रस्तुत करने की तिथि भारत के नियंत्रक एवं महालेखापरीक्षक के साथ-साथ इस कार्यालय को भी सूचित करने का कष्ट करें।

संलग्नक: उपर्युक्तानुसार।

भवदीय,

प्रधान निदेशक लेखापरीक्षा (केंद्रीय)

पत्र संख्या: प्र0नि0ले0प0 (केंद्रीय)/पृ.ले.प.-20/2018-20/101

दिनांक : 30.10.2019

निदेशक, मोती लाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद 211004 (उत्तर प्रदेश) को संस्थान के वर्ष 2018-19 के लेखों पर पृथक लेखापरीक्षा प्रतिवेदन (अंग्रेजी) की प्रति आवश्यक कार्यवाही हेतु प्रेषित है। संस्थान यदि आवश्यकता अनुभव करे, तो इस प्रतिवेदन का हिन्दी अनुवाद करवा सकता है परन्तु इस प्रतिवेदन के हिन्दी अनुवाद में निम्नलिखित अस्वीकरण (disclaimer) अंकित होना चाहिए:

"प्रस्तुत प्रतिवेदन मूलरूप से अंग्रेजी में लिखित पृथक लेखापरीक्षा प्रतिवेदन का हिन्दी अनुवाद है। यदि इसमें कोई विसंगति परिलक्षित होती है तो अंग्रेजी में लिखित प्रतिवेदन मान्य होगा।"

हिन्दी अनुवाद की एक प्रति इस कार्यालय को भी प्रेषित करने का कष्ट करें।

संलग्नक: उपर्युक्तानुसार।

उप निदेशक (केंद्रीय व्यय)

Separate Audit Report of the Comptroller and Auditor General of India on the accounts of Motilal Nehru National Institute of Technology Allahabad, Prayagraj for the year ended 31 March, 2019

We have audited the attached Balance Sheet of Motilal Nehru National Institute of Technology Allahabad, Prayagraj (Institute) as at 31 March, 2019, the Income and Expenditure Account and Receipts and Payments Account for the year ended on that date Under Section 19(2) of the Comptroller and Auditor General's (Duties, Power and Conditions of Service) Act, 1971 read with section 22(2) of the National Institute of Technology Act, 2007. These financial statements are the responsibility of the Institute's Management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Report contains the comments of the Comptroller and Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards and disclosure norms, etc. Audit observations on financial transactions with regard to compliance with the Law, Rules & Regulations (Propriety and Regularity) and efficiency-cum-performance aspect, etc. if any, are reported through Inspection Reports/CAG's Audit Report separately.
3. We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining on a test basis, evidences supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by managements, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.
4. Based on our audit, we report that:
 - (i) We have obtained all the information and explanations, which to the best of our knowledge and believe were necessary for the purpose of our audit;

(ii) The Balance Sheet, Income and Expenditure Account and Receipts and Payments Account dealt with by this report have been drawn up in format of Financial Statements for Central Higher Education Institutions prescribed by MHRD, Government of India.

(iii) In our opinion, proper books of accounts and other relevant records except mentioned in Comments A & B have been maintained in the Motilal Nehru National Institute of Technology, Allahabad in so far as it appears from our examination of such books.

(iv) We further report that:

Grants- In-aid

The Institute received grants-in-aid of ₹164.28 crore during the year 2018-19 and generated internal income of ₹ 35.37 crore. It transferred ₹24.02 crore from corpus fund to adjust the deficit balance under salary head. Taking opening balance of ₹72.88 crore the total fund available worked out to ₹296.55 crore. The Institute utilised ₹163.71 crore leaving a balance of ₹132.84 crore.

(v) Subject to our observation in the preceding paragraphs, we report that the Balance Sheet, Income and Expenditure Account and Receipts and Payments Account dealt with by this report are in agreement with the books of accounts.

(vi) In our opinion and to the best of our information and according to the explanation given to us, the said financial statements read together with the accounting policies and notes on accounts, and subject to the significant matters stated above and other matters mentioned in annexure give a true and fair view in conformity with the accounting principles generally accepted in India.

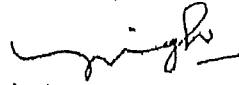
(a) In so far as it relates to the Balance Sheet, of the state of affairs of the Motilal Nehru National Institute of Technology Allahabad, Prayagraj as at 31 March, 2019 and

(b) In so far as it relates to Income and Expenditure Account of the 'Deficit' for the year ended on that date.

For and on behalf of the C&AG of India

Place: Lucknow

Date: 30-10-19



Principal Director of Audit (Central)

Annexure

1. Adequacy of Internal Audit System

Internal audit of the Institute was carried out during 2018-19 by the Internal Audit wing of the Institute.

2. Adequacy of Internal Control System.

Internal control system of the Institute reflected following deficiencies:

- Non adjustment of advances amounting to ₹0.59 crore.
- Non compliance of deficiencies in Internal Control System intimated through previous year AIR.

3. System of Physical verification of Fixed Assets

Physical verification of Fixed Assets was not conducted during 2018-19. It was last conducted in 2017-18.

4. System of Physical verification of Inventories

Physical verification of Inventories was not conducted during the year 2018-19. It was last conducted in year 2017-18.

5. Regularity in payment of statutory dues.

The Institute is regular in payment of statutory liability.

Dy. Director (CE)



कुलसचिव कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
 इलाहाबाद-२११००४ (भारत)

Office of the Registrar
 Motilal Nehru National Institute of Technology Allahabad
 Allahabad-211004 (India)

MINUTES

A meeting of the Committee constituted for organizing Diamond Jubilee Celebrations vide notice No.1234/Reg. Off./Cord_ON/2019-20 Dated: September 24, 2019 was held on 06.11.2019 at 04:30 PM in the Conference Room adjacent to office of the Director.

Following persons were present:

| | | | |
|------|---|---|----------|
| I. | Prof. Rajeev Tripathi, Director | : | Chairman |
| II. | Prof. Sudharshan Tiwari, Visiting Faculty, ECED | : | Member |
| III. | Prof. Geetika, Dean (Research & Consultancy) | : | Member |
| IV. | Prof. R. K. Singh, Dean (Academic) | : | Member |
| V. | Prof. Shivesh Sharma, Professor, Biotechnology | : | Member |
| VI. | Dr. Sarvesh K. Tiwari, Registrar | : | Member |

The Committee discussed various events to be organized during the Diamond Jubilee Celebrations of the Institute and recommended as under:

1. The Celebrations may start from December 02, 2019 with an Inaugural Programme, in which a dignitary may be invited.
2. In the Inaugural Programme, the Diamond Jubilee Logo and a Documentary on the journey of the Institute may be released.
3. The Committee also recommends that December 02, may be celebrated as the "Institute Day (Foundation Day)" every year.
4. The Committee also recommends that the Departments may be requested to submit proposals for organizing National/International Seminar/Conferences during the period of the Diamond Jubilee Celebrations from December 02, 2019 to December 01, 2020. Departments may be provided limited financial support from the budget allocated for the purpose.

[Signature]


5. The Committees recommends the following budget estimates for various events.

| S. No. | Event | Budget Estimates |
|--------|---|------------------|
| 1. | Inaugural Programs | ₹10.00 Lakhs |
| 2. | Conferences (limited financial support) | ₹60.00 Lakhs |
| 3. | Coffee Table Book | ₹30.00 Lakhs |
| 4. | Lecture Series | ₹30.00 Lakhs |
| 5. | Memento & Souvenirs | ₹30.00 Lakhs |
| 6. | Nobel Laureates, Meet | ₹20.00 Lakhs |
| 7. | Concerts | ₹20.00 Lakhs |
| Total | | ₹200.00 Lakhs |

Meeting concluded with thanks to the Chair.

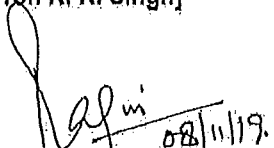

08/11/19
[Dr. Sarvesh K. Tiwari]


Sharma
8.11.19
[Prof. Shivesh Sharma]


8/11/19
[Prof. R. K. Singh]


8.11.19
[Prof. Geetika]


08/11/19
[Prof. Sudharshan Tiwari]


08/11/19
[Prof. Rajeev Tripathi]



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
 प्रयागराज- 211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 (India)
 Website: <http://www.mnnit.ac.in>

Minutes of the Thirty-first [31st] meeting of the Building and Works Committee held on September 26, 2019 at 02.30 P.M. in the Conference Hall, Executive Development Centre [EDC], Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004.

Following members of the Building and Works Committee attended the meeting:

- | | | |
|----|---|---------------------|
| 1. | Prof. Rajeev Tripathi Director Motilal Nehru National Institute of Technology Allahabad, Prayagraj – 211004 | Chairman |
| 2. | Shri Dhananjay K. Singh Deputy Secretary (Finance), Integrated Finance Division, Ministry of Human Resource Development, Government of India, Shastri Bhawan, New Delhi – 110001 [attended through Remote Conferencing] | Member |
| 3. | Shri Rajeev Garg Former Superintending Engineer Indian Institute of Technology Kanpur Kanpur-208002 | Member |
| 4. | Prof. M.M. Gore Dean [Planning & Development] Motilal Nehru National Institute of Technology Allahabad, Prayagraj - 211004 | Member |
| 5. | Shri K. V. Reddy, IDSE GE (West) Allahabad, Military Engineering Service Carrippa Road, New Cantt, Prayagraj | Member |
| 6. | Dr. Sarvesh K. Tiwari Registrar Motilal Nehru National Institute of Technology Allahabad, Prayagraj – 211004 | Member Secretary |

[Signature]

Following Special Invitees also attended the meeting:

- | | | |
|----|--|--------------------|
| 1. | Dr. Rama Shanker Faculty In-charge [New Infrastructure Projects] Motilal Nehru National Institute of Technology Allahabad, Prayagraj - 211004 | Special Invitee |
| 2. | Prof. Mukul Shukla Associate Dean [Planning & Development] Motilal Nehru National Institute of Technology Allahabad, Prayagraj - 211004 | Special Invitee |

Following members of the Building and Works Committee were granted leave of absence from the meeting on account of their preoccupation:

- | | | |
|----|---|--------|
| 1. | Ms. Suhasini Gotmare Director [NITs], Department of Higher Education, Ministry of Human Resource Development Government of India, Room No. 223 'C', Shastri Bhawan, New Delhi - 110 115 | Member |
| 2. | Shri Sanjeev Sehgal CPM / RE Rail Vikas Nigam Limited, Vibhuti Khand, Gomti Nagar, Lucknow, Uttar Pradesh 226010 | Member |

Shri Manish Kumar, Executive Engineer (Civil) and Shri A. K. Singh, Executive Engineer (Electrical), were also present during the meeting to assist the Chairman and other members.

The Chairman extended a warm welcome to Shri K.V. Reddy, who was attending the meeting of Building and Works Committee for the first time, after his nomination to the Building and Works Committee in terms of provisions of Statute 12 (1) (vi) of the First Statutes of NITs.

The Chairman also extended a warm welcome to all the members of the Building and Works Committee and thanked them for taking the time out to attend the meeting.

Item No. 31.01 : To confirm the minutes of the Thirtieth [30th] meeting of the Building and Works Committee of MNNIT Allahabad held on 20.05.2019 at MNNIT Allahabad.



Resolution : The Building and Works Committee considered the confirmation of minutes of its Thirtieth [30th] meeting held on 20.05.2019 and noted that no comments have been received from any of the members.

The Building and Works Committee confirmed the minutes of its Thirtieth [30th] meeting held on 20.05.2019, as circulated.

Item No. 31.02 : **To report the action taken on the resolutions of the Thirtieth [30th] meeting of the Building and Works Committee of MNNIT Allahabad held on 20.05.2019 at MNNIT Allahabad.**

Resolution : The Building and Works Committee perused the action taken by the Institute on the decisions taken in its Thirtieth [30th] meeting held on 20.05.2019, as circulated along with agenda papers.

The Building and Works Committee resolved that action taken by the Institute on the decisions taken in its Thirtieth [30th] meeting be noted and taken on record.

Item No. 31.03 : **To note letter F.No.33-1/2012.TS-III, dated 03.06.2019 on the subject- "Master Circular for Infrastructure projects in centrally funded institution" received from the Ministry of HRD for compliance in the Institute.**

Resolution : The Building and Works Committee considered the Ministry of HRD letter F.No.33-1/2012.TS-III, dated 03.06.2019 on the subject- "Master Circular for Infrastructure projects in centrally funded institution" for compliance in the Institute.

The Building and Works Committee noted the same for compliance in the Institute.

The Building and Works Committee was of the opinion that as per the Master Circular, independent experts from various fields of constructions such as Civil Engineering, Electrical Engineering, Public Health Engineering, Architects, Master Planner, Horticulture/ Forestry Experts, Landscape Experts, Rain Water Harvesting Experts, etc. may be invited in the meetings of the Building & Works Committee, when matters related to these areas are put up for deliberation.

Item No. 31.04 : **To review the status of ongoing construction/infrastructure works being undertaken by CPWD & RITES in the Institute.**



Resolution : Representatives of CPWD and M/s RITES Ltd. made presentation before the Building and Works Committee during the meeting and apprised the Building and Works Committee about the status of ongoing construction works being undertaken by them.

The Building and Works Committee while considering the status of ongoing works presented by the respective agencies observed the following:

(A) Construction of Girls Hostel by M/s RITES Ltd.:

- (a) The Committee noted that the physical progress of the work is 54% as on date. The representative of M/s RITES Ltd. assured that the work in all respect will be completed by May 23, 2020 as planned.
- (b) The Building and Works Committee desired that M/s RITES Ltd. must take the consent of the Institute on the following, before execution:
 - (i) A Sample Room with all furniture/ fixtures be made ready by October 20, 2019 for approval.
 - (ii) As regards kitchen equipments, installation details regarding provision of hot & cold Bain Marie, possibility of Cold Room/ Deep Freezer in place of Refrigerator etc. be provided to the Institute.
 - (iii) Test certificate of Stainless Steel Grade for kitchen equipments be provided.
 - (iv) Covering sheet of Stainless Kitchen Equipment's to be removed by the Institute before actual use.
 - (v) Kitchen must be fitted with proper exhaust system especially in the area where Burner, Chappal Maker etc. are installed.

(B) Construction works being undertaken by CPWD:

(a) Boys Hostel:

- (i) The Committee noted that the physical progress of the work is 14.49 % as on date. Representatives of CPWD assured that the work in all respects will be completed by May 31, 2020 as planned.
- (ii) The Building and Works Committee observed that the progress of work is slow and it is likely to delay the completion of work.



Considering above, the Building and Works Committee suggested that micro level planning is required to be done by the Executive Engineer, CPWD for timely completion of the work. The same may be submitted to the Institute.

- (iii) It was informed by the CPWD that as on date there is no apparent hindrance which may lead to further delay in the completion of the work, and as such escalation on account of further delay, beyond the scheduled date completion of the work i.e. 31.05.2020 will be attributed for the contractor.
- (iv) Layout Plan for the automation of Kitchen with all required accessories may be submitted at the earliest.
- (v) Details regarding AMC of lifts and availability of ARD system in the lifts may be provided.
- (vi) Third Party Inspection Schedule and Third Party Inspection Reports to be provided to the Institute on regular basis.

(b) Other CPWD Works:

The Building and Works Committee noted the progress of other construction works being carried out by the CPWD.

The Building and Works Committee resolved that the presentation given by CPWD and M/s RITES Ltd. may be taken on record.

The Building and Works Committee suggested that a Project Monitoring Group (PMG) including external experts, having expertise in varied areas such as Civil Engineering/Electrical Engineering/ Architecture etc. be constituted for proper and regular monitoring of ongoing construction works.

Report of PMG may be placed before the Building and Works Committee on the regular basis.

Item No. 31.05 : To consider the draft of Memorandum of Understanding [MoU] to be signed between the Central Public Works Department (CPWD) and the Motilal Nehru National Institute of Technology (MNNIT) Allahabad for CPWD to undertake Deposit Work(s), Construction of Infrastructure Projects in the Institute.



Resolution : The Building and Works Committee considered the draft of Memorandum of Understanding [MoU] proposed to be executed between the Central Public Works Department and the Motilal Nehru National Institute of Technology (MNNIT) Allahabad for CPWD to undertake deposit work(s) by the CPWD as per para 3.1.2.1(5) & (6) of CPWD Works Manual 2019.

The Building and Works Committee noted that the Ministry of Finance, Department of Expenditure has prepared a Manual for Procurement of Works 2019. Para 3.1.4 of Chapter (3) of the Manual provides the procedure for assigning work to PWO or PSU/ Organizations.

As per above provisions of the Manual for Procurement of Works 2019, a MoU as per sample MoU available at Annexure-8 of Manual is to be signed between the Organization & the Public Works Organization or PSU. A copy of the sample MoU is enclosed as ANNEXURE- I.

Considering the above, the Building and Works Committee resolved that the CPWD may be provided with a copy of sample MoU and be requested that a MoU in line with the sample MoU may be signed between MNNIT Allahabad and CPWD.

Item No. 31.06 : To consider the Annual Calendar for the meetings of the Building and Works Committee for the year 2019-20.

Resolution : The Building and Works Committee considered the proposed Annual Calendar for 2019-20 for the meetings of the Building and Works Committee of the Institute. The Building and Works Committee resolved to approve the following calendar for 2019-20 for the meetings of the Building and Works Committee:

| Quarter of the Year [2019-2020] | Proposed dates (any date between the give period) |
|------------------------------------|--|
| First Quarter, 2019 | Already held on May 20, 2019 |
| Second Quarter, 2019 | Scheduled on September 26, 2019 |
| Third Quarter, 2019 | October 20-30, 2019 |
| Fourth Quarter, 2020 | January 20-28, 2020 |

[Signature]

Any other Item with the prior permission of the Chair.

Supplementary To consider the construction of New block for Academic Building (G+2) in front
Item No. 31.07 of Central Library w/ Internal electric Installations, fans, fire-fighting system &
Lift at MNNIT Allahabad, Prayagraj.

Resolution The Building and Works Committee (BWC) considered the Preliminary Estimate of ₹
36,32,94,100.00 (Rupees Thirty Six Crore Thirty Two Lakh Ninety Four Thousand One
Hundred only) for construction of New block for Academic Building (G+2) in front of
Central Library w/ Internal electric Installations, fans, fire-fighting system & Lift at
MNNIT Allahabad submitted by the CPWD vide letter No. 23(623)/इकेपरि/2019/1985
दिनांक 25.09.2019, and recommends the same to the Finance Committee [FC]/Board of
Governors [BoG] for approval.

The Building and Works Committee further resolved that in terms of MHRD letter No.
33-1/2019-TS.III, dated 28.02.2019 & No. 32-13/2019-TS.I, dated 30.05.2019, the work
may be executed under the EPC mode and RCC framed structure technology to be
followed for construction of the said project. It was also resolved that the work may be
taken up under EPC Mode-III as mentioned in CPWD O.M. No. DG/MAN/Misc./26,
dated 24.05.2019.

The Building and Works Committee keeping in view of the urgent requirement of space
for expansion of the departments and faculty rooms resolved that keeping the area of
proposed construction as same the building will be utilized for the purpose of
accommodating departments and faculty rooms.

The flow of fund will be as per clause 3.1.2.1 (9) of CPWD Works Manual 2019 and
SOP No.3/6 (Deposit Works) of SOP for CPWD Works Manual 2019.

The Building and Works Committee recommends the same to the Finance Committee
and Board of Governors for grant of Administrative Approval and Expenditure Sanction
for the work on the following.

- (a) Preliminary/ detailed estimate of ₹ 36,32,94,100.00 (Rupees Thirty Six Crore
Thirty Two Lakh Ninety Four Thousand One Hundred only) for construction of
New block for Academic Building (G+2) in front of Central Library w/ Internal

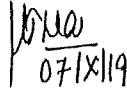
electric installations, fans, fire-fighting system & Lift.

- (b) To award the work to CPWD.
- (c) The flow of fund as per clause 3.1.2.1 (9) of CPWD Works Manual 2019 and SOP No.3/6 (Deposit Works) of SOP for CPWD Works Manual 2019.
- (d) Execution of the project under EPC Mode-III and RCC framed structure technology to be followed.
- (e) Expenditure for the work may be met out of the approved financial outlay of ₹ 37.00 Crores under OH-35 for the purpose of requirement of additional Infrastructure for Implementation of EWS reservation".

The Building and Works Committee was appraised of the requirement of above Infrastructure in terms of checklist as enclosed at ANNEXURE-II.

Considering the urgency of work, the Building and Works Committee resolved to confirm this resolution.

The meeting ended with vote of thanks to the Chair.


07/11/19

[Sarvesh K. Tiwari]
Registrar/ Member Secretary

Approved


07/11/19

[Rajeev Tripathi]
Director/ Chairman



Annexure 8: A Sample MOU

(Refer Para 3.1.4 (iv))

The sample is for illustrative purpose only and procuring entity may change the format suiting to their requirement. If felt necessary, procuring entity may also get the MOU document vetted from the Ministry of Law/ or procuring entity's legal cell)

MEMORANDUM OF UNDERSTANDING¹

between

[Name of Procuring Entity]

and

[Name of Project Management Consultant PWO/ PSU]

for

Construction of [Name of Work(s)] at [Name of Location(s) of Work]

This, Memorandum of Understanding (hereinafter called "MoU") signed between [Name of Procuring Entity] (hereinafter called "Procuring Entity") represented by its Chief Engineer of one part,

And

[Name of Project Management Consultant PWO/ PSU] (hereinafter called "Project Management Consultant") represented by its Chief Engineer on other part.

'Procuring Entity' and 'Project Management Consultant' are also referred to individually as 'Party' and collectively as 'Parties' wherever the context so requires.

Whereas 'Project Management Consultant' have agreed to undertake the work of Construction of abovementioned Work(s) at abovementioned location(s) for 'Procuring Entity' as a 'Deposit Work' on Project Management Consultant (PMC) basis.

Now, therefore it is agreed between the Parties that:

- A) Assigning of Work by 'Procuring Entity' to 'Project Management Consultant':
1. *{In case of MoU of collection of works or of framework nature 'Procuring Entity' will assign a work to the 'Project Management Consultant' through a letter after due approval of the competent authority. A work specific MoU would be signed along with approval of Preliminary Estimates.}. 'Procuring Entity' will provide all relevant available documents related to Land, Site Details, functional and*

¹The present sample is based on MoU with PWO. Work to PSUs is to be assigned on the basis of competitive bidding amongst them and the MoU in such cases would be based on the provisions in the bidding documents. This MoU would normally be for a specific standalone work, but could also be for a Project consisting of a collection of related works. In case of MoU with Public Work Organisations (PWOs) it could also be as a long-term framework MoU. In case of MoU of collection of works or of framework nature, extra provisions are shown in Italics within (brackets), which can be omitted in standalone MoUs.



space requirements (or Various Facilities, Special Requirements/ Features and Broad Specifications for specialised Equipments and Plants), Layout Plans etc for facilitating Project Execution by 'Project Management Consultant' along with A & E Consultants.

2. 'Project Management Consultant' shall appoint, if any, competent Architectural and Engineering (A & E) Consultant commensurate with size and nature of the work after following due process.
- B) Approval of Preliminary Project Report (PPR) & Detailed Project Report (DPR)/ Preliminary Estimate (PE)
1. Preliminary Project Report (PPR) shall be prepared by 'Project Management Consultant' based on functional & space requirements as intimated by 'Procuring Entity' and submitted to 'Procuring Entity' for its approval. (It would be a joint endeavour on part of both 'Procuring Entity' and 'Project Management Consultant' in consultation with consultants & experts to develop Standard Plans & Specifications for Works & Services including Furniture, Equipments, Plants etc. pertaining to various categories of Works etc.)²
 2. Based on approved PPR, 'Project Management Consultant' shall prepare Detailed Project Report (DPR)/ Preliminary Estimate (PE) consistent with their norms & standards, containing Milestones and commensurate activities to be accomplished against each Milestone & Baseline Programme in the form of CPM Network depicting clearly Dates of Start and Completion of the work (along with Work specific draft MoU)³⁵ and submit it to 'Procuring Entity' along with all relevant input information, documents and Drawings etc. for approval of 'Procuring Entity', within 8 (eight) weeks of receipt of approval for PPR. 'Project Management Consultant' shall use C.P.W.D. Analysis of Rates for Delhi (DSR) for framing the DPR/ PE. Non - DSR Items shall be incorporated in the Detailed Estimates only when these are not either readily available in DSR. Detailed reasons and justifications for including Non-DSR Items shall have to be furnished by 'Project Management Consultant'. 'Procuring Entity' shall accord approval to DPR/ PE (and Work specific Draft MOU)³ containing Milestones and commensurate activities to be accomplished against each Milestone & Baseline Programme in the form of CPM Network and issue Administrative Approval (A/A) & Expenditure Sanction (E/S) in about 8 (eight) weeks of its submission by 'Project Management Consultant'.
 3. On receipt of the A/A and E/S, the 'Project Management Consultant' shall prepare and accord Technical Sanction (TS) to detailed and coordinated design of all the Architectural, Civil, Electrical, Mechanical, Horticulture and any other services included in the scope of the sanction and of the Detailed Cost Estimates containing the detailed specifications and quantities of various items prepared on the basis of the schedule of rates maintained by CPWD or other Public Works Organizations.

²Applicable to framework MoUs or MoUs for collection of projects

³Replace by any other relevant Schedule of Rates for the concerned locallon/ project

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(C) Release of Funds, Payment of Bills

1. 'Project Management Consultant' has agreed to charge [insert the Fee agreed] for carrying out the assigned Deposit Work.
2. 'Procuring Entity' shall release Initial Deposit of 10% of the approved preliminary estimate amount to 'Project Management Consultant' within 2 (two) weeks of issuing A/A & E/S (and signing work specific MoU along with Milestones & Baseline Programme between Chief Engineers of 'Procuring Entity' & 'Project Management Consultant', whichever is later) 35.
- 2.1 'Procuring Entity' shall release additional deposit up to 10 (ten) % of approved estimate amount to 'Project Management Consultant' within 2 (two) weeks of award of first major construction contract on the basis of specific request made by 'Project Management Consultant' in this regard along with proper reasons and justifications acceptable to 'Procuring Entity' for additional requirement of fund over and above already released initial deposit of 10 (ten) % of approved preliminary estimate amount in terms of Clause - 7 above.
3. After the Initial and Additional Deposit as per clause 7 and 7.1 above and subsequent release of Fund shall be in the form of recoupment of the expenditure made by 'Project Management Consultant' on the work as per monthly expenditure statements which shall be submitted in Monthly Expenditure Statement (MES) in a form similar to CPWD Form - 65 (Account of Deposit works). While submitting MES, and placing demand for release of fund in the form of recoupment of the monthly expenditure already incurred on the work, 'Project Management Consultant' will also submit a comprehensive report on progress of physical completion of various activities and Milestones vis-a-vis earlier planned activities/ Milestones for the overall completion of the specific work mutually decided between 'Procuring Entity' & 'Project Management Consultant' (and included as part of work specific MOU) 35 for enabling 'Procuring Entity' to keep effective check on utilization of fund as well as physical progress of the work.
4. The fund subsequent to Initial Deposits shall be released by 'Procuring Entity' to 'Project Management Consultant' within 4 (four) weeks of submission of request by 'Project Management Consultant' along with all documents as described in Clause - 8 above. As per the monitoring of physical and financial progress indicators, 'Procuring Entity' will take necessary steps for recoupment of the monthly expenditure incurred on the basis of the Fund Utilization Certificate.
5. If any fund requirement is specifically made by 'Project Management Consultant' after the work has been assigned to 'Project Management Consultant' for undertaking pre-construction activities related to the Project Execution etc., the same shall be released by 'Procuring Entity' within 2 (two) weeks of such specific demand provided the amount is within ceiling limit of Rs 25 (twenty-five) lakh. The amount so released to 'Project Management Consultant' shall be adjusted from, Initial Deposit amount.



6. 'Project Management Consultant' shall intimate 'Procuring Entity' about any excess expenditure likely to be incurred over and above the approved Projected Cost and also about possibility of time overruns, as soon as it comes to the knowledge along with reasons and justifications thereof for necessary approvals from 'Procuring Entity' before continuing/ incurring the extra/ additional expenditure.
7. The 'Project Management Consultant' shall be responsible for certifying and making payment of Bills of the Contractors/ Agencies engaged by them and make available Final Statement of Accounts in Standard Format to 'Procuring Entity' & also provide copies of Final Bills for all Contract Packages and other expenditure incurred related to Project Construction after the Completion of the Work. In addition, should 'Procuring Entity' ask for any other details from 'Project Management Consultant' regarding Utilization of Fund at any stage, Detailed Estimates; Technical Sanctions, Award of Works, Running Bills etc., the same shall be provided by 'Project Management Consultant' readily.
8. The 'Procuring Entity' shall settle compensation/ levies, if so required to be paid based on recommendation by 'Project Management Consultant' related to the Project works, under Workmen's Compensation Act or any other Act or Law of the Central or the State Government.

(D) Execution of Work

1. The 'Project Management Consultant' shall obtain necessary Statutory Approvals/ Permission/ Clearances/ Certificates from the concerned Local Bodies & Statutory Authorities like District Authorities, Municipal Corporation, Panchayat Raj Institutions, Town Planning Board, Electricity Board/ Fire Department, State/ Central Pollution Control Boards, State/ Central Environmental Authorities, Forest and Wild-life authorities etc (for e.g. removal of trees, re-locating utilities; conversion of railway level crossings, laying of railway sidings needed by the work; rehabilitation and resettlement of persons affected by the work; traffic control; mining of earth and stone; interfering protected monuments; blasting permission, environmental/ forest/ wild-life clearances; and shifting of religious shrines etc) to start the work have been obtained. The 'Procuring Entity' shall be responsible for providing all assistance to 'Project Management Consultant' in this process.
2. Works shall not be awarded by 'Project Management Consultant' to contractors till all statutory approvals/ certificates/ permissions required for taking up the work, are in place.
3. 'Procuring Entity' shall make the work site available free from encumbrances to 'Project Management Consultant'. 'Procuring Entity' shall also ensure Availability of auxiliary services - like roads, power, water, solid & liquid waste disposal system, street lighting and other civic services. 'Project Management Consultant' shall provide necessary support in this process.
4. 'Project Management Consultant' shall permit 'Procuring Entity' to inspect or monitor the works, either itself or through Third party as and when it desires for assessing actual progress and quality of construction and any other aspects.



5. 'Procuring Entity' shall provide security clearance and ensure free access for 'Project Management Consultant' staff/ Employees and their workers working at Work site in case these are required. 'Project Management Consultant' shall provide necessary support in this process.
6. 'Project Management Consultant' shall ensure adequate availability of men & material by their contractors.
7. 'Project Management Consultant' shall ensure that it's Contractor(s) implement required Health, Safety & Environmental (HSE) practices at the Construction Sites and they also comply with all statutory obligations related to workmen deployed at the Construction Site. 'Project Management Consultant' will act as Principal Employer in respect of all Statutory Obligations related to workmen deployed at the site in execution of the work.
8. 'Procuring Entity' shall permit and facilitate to the 'Project Management consultant' all utilities required for construction e.g. drawl of Ground Water, obtaining electricly connection, putting up Labour Camps/ Huts inside the available space for facilitating construction by contractors engaged by 'Project Management Consultant'. 'Project Management Consultant' shall provide necessary support in obtaining permission, if any, of Local Bodies in this regard. The cost in this regard borne by 'Procuring Entity', if any, should not be duplicated as reimbursement by the 'Project Management Consultant'.
9. As soon as the work is allocated, 'Project Management Consultant' shall prepare and submit to 'Procuring Entity' an Integrated Programme Chart for the execution of work showing clearly all activities from the start of work to completion with details of manpower and other input information required for the fulfilment of the timelines given therein. 'Project Management Consultant' will intimate 'Procuring Entity', Project Team, both on - site and off-site, starting from Chief Engineer to Junlor Engineer associated with execution of the work. The Programme Chart should inter-alia include descriptive note explaining sequence of the various activities, CPM Network Milestones etc. This will form Base Line Programme and the subsequent progress of the work shall be reviewed with reference to this during periodic Progress Review Meeting preferably monthly. Any increase in time period from the Base Line Value shall be construed as Time Overrun
10. 'Project Management Consultant' shall be responsible for providing Physical Progress Reports to 'Procuring Entity' in the form of CPM (Critical Path Method) Network on monthly basis for reviewing of the progress of the work vis - a vis Base Line Programme and taking all necessary remedial actions, after taking into account 'Procuring Entity's observations made in respect of quality and progress of the work during the monthly/ periodic Project Review Meetings. To ensure timely completion of work as per mutually agreed time-schedule/ milestones and within agreed Cost.
11. 'Project Management Consultant' shall also be responsible for providing to 'Procuring Entity' Financial Progress Reports of the project and up to date Expenditure incurred



on the work on monthly basis along with Certificate of Utilization of Fund against Fund earlier released to 'Project Management Consultant' by 'Procuring Entity'.

12. 'Project Management Consultant' shall be responsible for total Project Management including day-to-day supervision of works, maintenance of all project records and executing the works as per prescribed guidelines, their own Works Manual, Codes, Books of Specifications etc and also in accordance with relevant and extant provisions of General Financial Rules (GFR), 2017.

(E) Project Management, Cost and Time Control

1. 'Project Management Consultant' shall implement a system of 'Project Team Concept' with dedicated group of Engineers under single and unified command for implementation of projects from concept to completion and call composite tenders to reduce the number of packages for better management. 'Project Management Consultant' shall be obliged to adopt all the above said measures to successful completion of the works within Approved Cost and agreed Time period.
2. 'Project Management Consultant' shall be responsible for managing the Project from concept to commissioning effectively and efficiently to ensure desired/ proportionate pace of progress and completion of work is achieved progressively vis-à-vis approved Plans & Specifications and in Terms and Conditions of the MOUs and mutually agreed milestones and timelines and approved cost, taking with due diligence all required pro-active remedial measures including provision of stringent and elaborate enforceable Clauses to this effect and also making time as the essence of contract in the Bid and Contract Documents. 'Project Management Consultant' shall provide for clauses in the contract and established procedure to recover liquidated damages from their contractors/ agencies. The liquidated damages recovered from the contractors for delay, if any, shall be credited to 'Procuring Entity' in the project accounts.
3. The approved Initial Project Cost & Timeline should not exceed during execution of the Project except for reasons like increase in cost index during construction period, revised specifications or extra work over approved estimate carried out at the request of 'Procuring Entity' etc. In case of either increase in earlier approved cost or timeline, detailed reasons and justifications, based on verifiable facts and figures, shall have to be provided by 'Project Management Consultant' along with comprehensive proposals for revision in earlier approved Project Cost & Timeline, which shall be intensively examined by 'Procuring Entity' in consultation with 'Project Management Consultant' before approval is accorded to their proposals. No additional expenditure over and above the earlier approved Project Cost shall be incurred by 'Project Management Consultant' without prior approval of 'Procuring Entity'. Upward Revisions in either Cost or Timeline should be an exception rather than a rule and for achieving this objective, all required efforts shall be made by 'Project Management Consultant'

[Signature]



4. At any time, it appears to 'Procuring Entity' that the actual progress of the work does not conform to the approved programme referred above and intimated to 'Project Management Consultant' by 'Procuring Entity', detailed reasons and justifications for such delays shall have to be provided by 'Project Management Consultant', which shall be examined by 'Procuring Entity' to re-Schedule the Programme, if any. Progress Review Meetings preferably monthly shall be held between 'Project Management Consultant' and 'Procuring Entity' for reviewing the progress of works based on Baseline Programme/ Milestones etc. and also for resolving co-ordination issues, if any including fixing priority of some works, facilities and services for their early completion and handing over to 'Procuring Entity' for putting item to use for intended purpose. A&E Consultants may also participate. 'Project Management Consultant' will also designate a nodal officer in respect of specific work for coordinating with 'Procuring Entity' and A & E Consultant. Such designated nodal officer shall be suitably empowered and authorized to take decisions in work related issues so that delays are minimized for achieving timely completion of work.

(F) Disputes, Enquiries and Querles

1. 'Project Management Consultant' shall be responsible for observing due diligence and adopting all possible measures at various stages of work execution so as to avoid Arbitration/ Litigation and other hindrances and the work is completed within optimum cost and time in hassle free environment.
2. 'Project Management Consultant' shall be responsible for defending all Arbitration and Court Cases arising out of execution till the work ends examining the Arbitration Award/ Decree of Court or Law/ liability by appropriate authority in 'Project Management Consultant' and forwarding the same along with a comprehensive report on the circumstance leading to the Arbitration/ Court Cases and the reasons and justification as to why an appeal against such awards/ decree was not considered necessary briefing out inter-alia details of the award and clear cut recommendations. The decision of the competent authority in 'Project Management Consultant' to accept the award or challenge the same in a Court of Law will be binding on the 'Procuring Entity'.
3. 'Procuring Entity' shall settle and pay the final claims which may be decreed by a Court of Law, Tribunal or by award of an Arbitration in relation to the deposit work, based on recommendations of 'Project Management Consultant'.
4. 'Project Management Consultant' shall be responsible for redressing and complying with the observations of CTE/ CVC, Auditors, Statutory Authorities, Local Bodies, Municipal Corporation etc. pertaining to the work under intimation to 'Procuring Entity'. Providing all work related information promptly to 'Procuring Entity' for replying to Parliament Questions, queries from various Constitutional & Statutory Authorities.



(G) Completion and Handing-over of Completed Work and Facilities

1. 'Project Management Consultant' shall obtain work Completion/ Occupancy Certificates & Clearances for completed Work and Facilities before handing over the same to 'Procuring Entity' for putting them to functional use. 'Procuring Entity' shall provide all assistance in this process.
2. 'Project Management Consultant' shall hand over to 'Procuring Entity' or its Authorized Representative completed Work including all Services and Facilities constructed in accordance with the Approved Plans, Specifications fulfilling all techno-functional requirements agreed with 'Procuring Entity' along with Inventory, As built - Drawings, Maintenance Manual/ Standard Operating Procedure (SOP) for Equipments and Plants, all clearances /Certificates from Statutory Authorities, Local Bodies etc.
3. On completion of the work, a Project Completion Report (PCR) shall be submitted by 'Project Management Consultant' duly bringing out the Final Project Completion Cost, Total Time period taken to complete the work and also completed Project Components as against the approved Cost, Time and Project Components. The PCR shall be submitted along with Final Project Accounts including return of unspent balance amount to 'Procuring Entity' within one month of settlement of final bills of the contractors/ other agencies deployed on the work by 'Project Management Consultant'.

(H) Termination of MoU

1. If 'Procuring Entity' decides to terminate this MOU or decides to drop/ abandon the work after substantial preliminary work has been done by 'Project Management Consultant' on the work, both 'Project Management Consultant' and 'Procuring Entity' shall mutually decide the loss incurred by 'Project Management Consultant' for payment by the latter to the former. In case of abandonment of project/ work by 'Procuring Entity' during construction stage, 'Procuring Entity' shall pay to 'Project Management Consultant', after determining the value of the works, goods and contractors documents and any other sums due to them for work executed in accordance with the MOU, to help liquidate only such liabilities as were squarely needed towards construction/ consultant agencies engaged on the work, in a fair and reasonable manner.

(F) Miscellaneous

1. Disputes between 'Procuring Entity' and 'Project Management Consultants': As dispute resolution mechanism for implementation of the provisions of this MoU, at the first instance the issues involved shall be brought before Chief Engineer of 'Procuring Entity' and concerned Chief Engineer of 'Project Management Consultant' for their resolution. In case, however, disputes/ differences between the parties do not get resolved, the matter shall be escalated to higher level in 'Procuring Entity', and 'Project Management Consultant', who shall be above the level of CE in the respective organizations. They shall submit a comprehensive report



- and recommendation to 'Procuring Entity' and 'Project Management Consultant' for facilitating final decision in the matter.
2. Individual and joint responsibilities of the Parties shall be as per clauses mentioned above.
 3. No amendment in Terms & Conditions of the MoU shall be valid and effective unless it is in writing and duly signed by authorised representatives of 'Procuring Entity' and 'Project Management Consultant'. Each party shall give due consideration to any proposal for amendment/ modification made by other party with proper justifications thereof.
 4. Provisions, if any, made in respect of deposit works in 'Project Management Consultant's Works Manual or Codes shall stand modified to the extent of the stipulations made in this MoU for execution of 'Procuring Entity' works by 'Project Management Consultant'.

Signatures and Witnesses

Date:

Place:



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज- 211004 (भारत)

Motilal Nehru National Institute of Technology Allahabad

Prayagraj-211004 (India)

Website: <http://www.mnnit.ac.in>

Checklist

| Construction of New Block for Academic Building (G+2) in front of Central Library /lc Internal electric installations, fans, fighting system & Lift of the Institute | | | |
|--|---|--|---|
| SN | | Parameter | Details |
| 1 | | Details of the available Major Infrastructure in the Institute (In Sq Meters): | |
| | a | Area of Academic Buildings | 40682.20 Sq.m. |
| | b | Area of Residential Buildings | 26550.47 Sq.m. |
| | c | Area of Administrative Buildings | 6114.5 Sq.m. |
| | d | Area of Common Facilities | 22163.66 Sq.m. |
| | e | Area of Hostels | 60894.68 Sq.m. |
| | f | Any other Facility (Like- Labs/Research Centres/Guest House etc.) | 8965.78 Sq.m. |
| 2 | | Basic Details of the Project: Construction of New block for Academic Building (G+2) in front of Central Library /lc Internal electric installations, fans, fighting system & Lift of the Institute. | |
| | a | Type of Building | R.C.C. Framed structure (G+2) |
| | b | Area | 6989.37 sq.m. |
| | c | Cost | ₹36,32,94,100.00 |
| | | Payment already made | Nil |
| | | Loan From HEFA | N.A |
| | d | Capacity | BWC recommended that the proposed building will be utilized for the purpose of accommodating departments and faculty rooms. |
| 3 | | Utilization of Existing Same Type of Building(s) | |
| | a | Area | 40682.20 Sq.m. |
| | b | Capacity In No. | 03 |
| | c | Utilization In No. | 03 |
| | d | % Utilization | 100 % (Over crowded) |

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| | | | |
|----|----|---|---|
| 4 | | Can the existing buildings be utilized for the proposed facility? (Yes/No) | |
| 5 | a | Number of Students: | |
| | a1 | Present | 5310 |
| | a2 | Projected by the 2019 Year | 5810 |
| | b | Number of Faculty: | |
| | b1 | Present | 222 |
| | b2 | Projected by the 2019 Year | 362 |
| | c | Number of Non-Faculty Staff: | |
| | c1 | Present | 135 |
| | c2 | Projected by the 2019 Year | 398 |
| 6 | | User Charges: | |
| | a | Present User Charges from Similar Facilities | Nil (Academic Building) |
| | b | Total Estimated User Charges from the Project/Facility | Nil (Academic Building) |
| 7 | | Maintenance Cost | |
| | a | Expected Maintenance Cost per years | ₹5.00 lacs |
| | b | % of Maintenance Cost which will be recovered from the User Charges | Nil |
| 8 | | IRG Details: | |
| | a | Total Corpus of the Institute | 93.48 Crore |
| | b | Average IRG for last three years | 31.63 Crore |
| | c | % of IRG being spent presently for last three years | 100% (adjusted against Grant) |
| | d | Principal Amount to be paid to HEFA for loan repayment per year | - |
| 9 | | Internal Rate of Return (IRR) of the Project (Cash Flow Statement to be attached) | - |
| 10 | | Any Commercial Utilization of the Infra Created: | No |
| 11 | | Detailed Justification for the Project: | To accommodate laboratories, faculty room, departmental space requirements etc. |

[Handwritten Signature]



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
 प्रयागराज-211004 [भारत]
 Motilal Nehru National Institute of Technology Allahabad
 Prayagraj-211004 [India]
 Website: <http://www.mnnit.ac.in>

Minutes of the Thirty-second [32nd] meeting of the Building and Works Committee held on October 30, 2019 at 3.00 P.M. in the Conference Hall, Executive Development Centre [EDC], Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004.

Following members of the Building and Works Committee attended the meeting:

- | | | |
|----|--|------------------|
| 1. | Prof. Rajeev Tripathi Director Motilal Nehru National Institute of Technology Allahabad, Prayagraj – 211004 | Chairman |
| 2. | Shri Dhananjay K Singh Deputy Secretary (Finance), Integrated Finance Division, Ministry of Human Resource Development, Government of India, Shastri Bhawan, New Delhi – 110001 [attended through Remote Conferencing] | Member |
| 3. | Shri Rajeev Garg Former Superintending Engineer Indian Institute of Technology Kanpur, Kanpur-208002 | Member |
| 4. | Prof. M.M. Gore Dean [Planning & Development] Motilal Nehru National Institute of Technology Allahabad, Prayagraj - 211004 | Member |
| 5. | Dr. Sarvesh K. Tiwari Registrar Motilal Nehru National Institute of Technology Allahabad, Prayagraj - 211004 | Member Secretary |

Following Special Invitees also attended the meeting:

- | | | |
|----|--|-----------------|
| 1. | Prof. Mukul Shukla Associate Dean [Planning & Development] Motilal Nehru National Institute of Technology Allahabad, Prayagraj - 211004 | Special Invitee |
| 2. | Dr. Rama Shanker Faculty In-charge [New Infrastructure Projects] Motilal Nehru National Institute of Technology Allahabad, Prayagraj - 211004 | Special Invitee |

pro

Following members of the Building and Works Committee was granted leave of absence from the meeting on account of their preoccupation:

1. **Ms. Suhasini Gotmare** Member
Director [NITs],
Department of Higher Education, Ministry of Human Resource Development
Government of India, Room No. 223 'C', Shastri Bhawan, New Delhi - 110 115
2. **Shri. Sanjeev Sehgal** Member
CPM / RE
Rail Vikas Nigam Limited, Vibhuti Khand, Gomti Nagar,
Lucknow, Uttar Pradesh 226010
3. **Shri. K. V. Reddy, IDSE** Member
GE (West) Allahabad,
Military Engineering Service
Carrippa Road, New Cantt, Prayagraj

Shri Manish Kumar, Executive Engineer (Civil) and Shri A.K. Singh, Executive Engineer (Electrical), were also present during the meeting to assist the Chairman and other members.

The Chairman extended a warm welcome to all the members of the Building and Works Committee and thanked them for taking the time out to attend the meeting.

The Building and Works Committee took on record the comments received from the Ministry of HRD vide letter F. No. 2-5/2019-TS.III, dated 25.10.2019 [ANNEXURE-I] on the agenda items of Thirty-second [32nd] meeting of the Building and Works Committee of the Institute.

Item No. 32.01 : To confirm the minutes of the Thirty-first [31st] meeting of the Building and Works Committee of MNNIT Allahabad held on 26.09.2019 at MNNIT Allahabad.

Resolution : The Building and Works Committee considered the confirmation of minutes of its Thirty-first [31st] meeting held on 26.09.2019 and noted that no comments have been received from any member.

The Building and Works Committee confirmed the minutes of its Thirty-first [31st] meeting held on 26.09.2019, as circulated. *[Signature]*

Item No. 32.02 : To report the action taken on the resolutions of the Thirty-first [31st] meeting of the Building and Works Committee of MNNIT Allahabad held on 26.09.2019 at MNNIT Allahabad.

Resolution : The Building and Works Committee perused the action taken by the Institute on the decisions taken in its Thirty-first [31st] meeting held on 26.09.2019, as circulated along with agenda papers.

The Building and Works Committee resolved that action taken by the Institute on the decisions taken in its Thirty-first [31st] meeting be noted and taken on record.

The Building and Works Committee further resolved that resolutions on which action has not been completed, action taken be reported in the subsequent meetings of the Building and Works Committee.

Item No. 32.03 : To consider the empanelment of contractors for Civil and Electrical Works in the Institute.

Resolution : The Building and Works Committee considered the proposal for empanelment of contractors already registered/empanelled with the CPWD for undertaking Civil & Electrical Works in the Institute.

Considering the proposal, the Building and Works Committee resolved that contractors already registered/empanelled with CPWD, but not blacklisted/ debarred by CPWD, may be considered for registration directly by the Institute for undertaking Civil & Electrical Works in the Institute.

The Building and Works Committee further resolved that registration process may be initiated by publishing a public notice in the newspapers, inviting applications from such willing & eligible contractors. List of such eligible and willing contractors be placed before the Building and Works Committee in its subsequent meeting.

Item No. 32.04 : To consider the report submitted by the members of Project Monitoring Unit [PMU], which visited the Institute during September 11-12, 2019 for review of various ongoing construction works in the Institute.



Resolution : The Building and Works Committee considered the report submitted by the members of Project Monitoring Unit [PMU], which visited the Institute during September 11-12, 2019 for review of various ongoing construction works in the Institute.

The Building and Works Committee resolved to take the report on record and the suggestions given by the PMU members may be implemented.

The Building and Works Committee further resolved that the observations of the PMU may be communicated to the respective construction agencies and got it compiled in a fixed time frame. The point wise action taken on the recommendations of the PMU be reported in the next Building and Works Committee meeting.

Item No. 32.05 : To consider the proposal for widening and re-carpeting of roads with provision of interlocking tiles on the road berms in the Academic, Residential and Hostel Campus of the Institute.

Resolution : The Building and Works Committee considered the proposal for widening and re-carpeting of roads with provision of interlocking tiles on the road berms in the Academic, Residential and Hostel Campus of the Institute.

The Building and Works Committee recommends the same to Finance Committee and Board of Governors for grant of Administrative Approval and Expenditure Sanction for the work on the following:

- (a) Preliminary/ Detailed Estimates of ₹ 9,74,71,400.00 (Rupees Nine Crore Seventy Four Lac Seventy One Thousand Four Hundreds only) for widening and re-carpeting of roads with provision of interlocking tiles on the road berms in the Academic, Residential and Hostel Campus at MNNIT Allahabad, Prayagraj.
- (b) To award the work to CPWD Allahabad.
- (c) The flow of funds shall be as per clause 3.1.2.1.(9) of CPWD Works Manual 2019 and SOP No.3/6 (Deposit Works) of SOP for CPWD Works Manual 2019 or relevant rules applicable.

Considering the urgency of work, the Building and Works Committee resolved to confirm this resolution.



Any other Item with the prior permission of the Chair.

Item No. 32.06 : To consider the modifications/ new works in the already approved and ongoing work of Construction of Girls Hostel (G+6) by M/S RITES Ltd. within the contract amount of the subject work.

Resolution : The Building and Works Committee considered modifications/ new works as submitted by M/S RITES Ltd. vide letter no. RITES/CP/MNNIT/2018 dated 21.10.2019, in the already approved and ongoing work of Construction of Girls Hostel (G+6), as per ANNEXURE-II.

The Building and Works Committee was apprised that the above proposed modifications/ new works are absolutely necessary for the work and will be executed without any deviation in cost and well within the tendered cost of the work.

Considering above, the Building and Works Committee recommends that the modifications/ new works proposed in the already approved and ongoing work of Construction of Girls Hostel (G+6) by M/S RITES Ltd., to the Finance Committee and Board of Governors for approval.

Considering the importance and urgency of the works, the Building and Works Committee (B&WC) resolved to request the Board of Governors to approve the recommendations of the Building and Works Committee in its very next meeting.

The meeting ended with vote of thanks to the Chair.

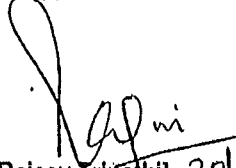


30/11/19

[Sarvesh K. Tiwari]

Registrar/ Member Secretary

Approved



[Rajeev Tripathi] 30/11/19

Director/ Chairman



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
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 Motilal Nehru National Institute of Technology Allahabad
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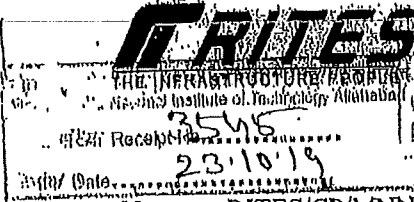
Modifications/ new works submitted by M/S RITES Ltd. in the already approved and ongoing work of Construction of Girls Hostel (G+6)

| Sl. No. | Details of works | Location | Specifications as per BOQ awarded by M/S RITES Ltd. | Recommendations |
|---------|-----------------------------------|----------------------------|---|--|
| 1. | M.S. Railing | In balcony of rooms. | 1100mm height | Keeping in view having a good aesthetic view of building/safety, architect may be asked to plan for provision of MS grill to be fixed upto ceiling height. |
| 2. | M.S. Railing | In common corridor. | 1100mm height | Keeping in view the aesthetic view of building/safety, architect may be asked to plan to increase the height of MS grill in the corridor. |
| 3. | Grill in windows. | All windows in rooms. | Not specified | Powder coated Aluminium Grill. |
| 4. | Fire Door | All staircases. | All Doors in staircase | All Fire Doors as per norms may be provided at staircase. |
| 5. | Cup Board (Wardrobe) | Cupboards in all rooms. | Cupboards to be made with Fiber board | Pre-fabricated steel cupboards may be recommended in all rooms in place of Fiber wooden board to avoid termite issue. |
| 6. | Connection point of sewage system | Campus | To be connected in existing nearest manhole | Construction of one septic tank and connection of overflow sewer line to Root Zone waste water treatment as per requirement of GRIHA. |
| 7. | Doors in Bath rooms and | All toilets and bathrooms. | PVC doors with PVC frame | Pre laminated Flush Doors with provision of Acrylic |

Preo

| Sl. No. | Details of works | Location | Specifications as per BOQ awarded by M/S RITES Ltd. | Recommendations |
|---------|---|----------------------------|---|---|
| | toilets | | | sheet on inner face with Aluminum Frame may be recommended. |
| 8. | Solar water heater system | All toilets and bathrooms. | Solar water supply | Provision of one extra Geyser point in all bathrooms may be recommended. |
| 9. | System for kitchen waste | Kitchen block | No provision in BOQ | System for kitchen waste to be laid separately. Construction of one oil & grease chamber /settling tank and connection of overflow pipe line to existing nearest drain of Municipal Corporation may be recommended. |
| 10. | Anti-termite treatment | Whole building | No anti-termite works have been taken. | There are termite problems in the area. Anti-termite treatment work may be recommended on all the wooden door frames etc. |
| 11. | Wall Tiles work in bath rooms and toilets | All toilets and bathrooms. | Tiles upto door height | Provision of wall tiles upto false ceiling height may be recommended. |
| 12. | Floor of Lift lobby | Whole building | Kota stone | Provision of Granite on floor of Lift lobby may be recommended. |
| 13. | Staircase | Whole building | Green marble on floor of all steps in staircase | Provision of Granite on steps of staircase may be recommended. |
| 14. | System of C.C.T.V. Camera | Whole campus | Provision for the same was not taken. | Provision for system of C.C.T.V. Camera may be recommended. |
| 15. | Floor of Dining Area | Dining area | Vitrified Tiles | Provision of Udaipur green marble in floor and upto 1.2 metre height on walls may be recommended. |

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राष्ट्रिय प्रौद्योगिकी शिक्षण संस्थान, अलहाबाद
केन्द्रीय पत्र प्राप्ति केन्द्र
दिनांक 23/10/19

राष्ट्रिय लिमिटेड
(भारत सरकार का प्रतिष्ठान)
BITES LIMITED
(Schedule A Enterprise of Govt. of India)

No : RITES/CP/MNNIT /ALD/2018

Dated : 21.10.2019

The Executive Engineer,
MNNIT, Allahabad.

Sub : Construction of Girls Hostel (G+6) for MNNIT Allahabad at Allahabad.

Reference : Your office letter no. CWM/Girls Hostel/2019-20/276 Dated : 17.10.2019


Regarding : Proposed statement of expenditure for items as per recommendations .

Dear Sir,

In above reference , please find enclosed herewith Abstract of expenditure for proposed works as Annexure I and detailed proposed statement of expenditure for all new works/modifications in the existing approved work as Annexure II , as per recommendations of RITES and committee members of HEFA. This is for your kind information and early approval, so that all proposed works may be executed at site at the earliest.

Thanking you and assuring our best services and cooperation at all times.

Yours faithfully,


(Rajeev Ranjan)
Manager/CP
RITES

Copy to:-

The Honorable Director MNNIT

✓ The Registrar , MNNIT ,Allahabad.

The AGM/CP/RITES/Gurgaon(Project Coordinator)

कोर्पोरेट कार्यालय राष्ट्रीय प्रौद्योगिकी शिक्षण संस्थान, अलहाबाद, कॉर्पोरेट ऑफिस: RITES Bhawan, No.1, Sector-29, Gurugram-122 001 (INDIA)
पंजीकृत कार्यालय: राष्ट्रीय प्रौद्योगिकी शिक्षण संस्थान, अलहाबाद, दिल्ली-110 002 (INDIA). Registered Office: SCOPE Minar, Laxmi Nagar, Delhi-110 002 (INDIA)
दूरभाष (Tel) : (0124) 2571066, फैक्स (Fax): (0124) 2671080, ई-मेल (E-mail): info@rites.com, वेबसाइट (website): www.rites.com

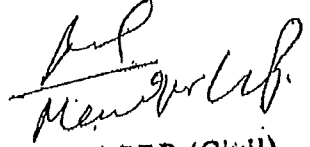
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Annexure I

ABSTRACT OF EXPENDITURE FOR PROPOSED WORKS


| | | | |
|---|---|---|----------------|
| 1 | AMOUNT OF ITEMS OF CONTRACT AS PER BOQ | A | 1,33,26,258.00 |
| 2 | ESTIMATED COST OF NEW WORKS / MODIFICATIONS IN THE EXISTING WORK | B | 3,46,14,180.00 |
| 3 | ADDITIONAL COST AS PER NEW WORKS/MODIFICATIONS IN THE EXISTING WORK (B-A) | C | 2,12,87,922.00 |
| 4 | ASSESSED SAVING IN THE PROJECT COST (i.e Rs. 28.40 crore) AS PER DRAWING AND CURRENT SPECIFICATIONS | D | 3,45,00,000.00 |
| 5 | OVER ALL SAVING IN TENDERED COST i.e Rs. 28.40 crore AFTER IMPLEMENTATION OF ALL THE ABOVE NEW WORKS/MODIFICATIONS IN THE EXISTING WORK (D-C) | | 1,32,12,078.00 |

Rs. One Crore Thirty Two Lacs Twelve Thousand and Seventy Eight only


 MANAGER (CIVIL)
 CP Division RITES Limited
 RITBS Project Office, Allahabad

Annexure II
PROPOSED STATEMENT OF THE EXPENDITURE FOR ITEMS RECOMMENDED FOR GIRLS HOSTEL AT MNNTI

| Sl. No. | Details of works | Location | Items as per BOQ awarded by M/S RITES Ltd. | BOQ | | | Amount | Recommendation during the visit | Material | Unit | Approx. Quantity | Approx. Rate as per DSR/418/BOQ/Market | Amount. |
|---------|-----------------------------------|------------------------------|---|--------------|------|----------|----------|---------------------------------|---|-----------------------------------|------------------|--|------------|
| | | | | Material | Unit | Quantity | | | | | | | |
| 1 | M.S. Railing | In balcony of rooms/Corridor | 1100mm height | Mild steel | Kg | 16648.00 | 116.90 | 1946151.20 | Keeping in view having a good aesthetic view of building/safety, architect may be asked to plan for provision of MS grill to be fixed upto ceiling height. | MS Railing | Kg | 25000.00 | 2900000.00 |
| | | In common corridor | 1100mm height | MS Railing | Kg | 6246.00 | 90.10 | 562764.60 | Keeping in view to aesthetic view of building/safety, architect may be asked to plan increase the height of MS grill in the corridor. | | | | |
| 2 | Grill windows | In All windows in rooms | Not specified | | | | | | Powder coated Aluminium Grill | | | | 1500000.00 |
| 3 | Fire Door | All staircases | All Doors in staircase | Fire Doors | Sqm | 60.00 | 20000.00 | 1200000.00 | All Fire Doors as per norms may be provided at staircase. | Fire Doors | Sqm | 60.00 | 1200000.00 |
| 4 | Cup Board | Cupboards in all rooms | Cupboards to be made with fiber board | Fire Board | Sqm | 2500.00 | 1883.00 | 4707500.00 | Pre-fabricated steel cupboards may be recommended in all rooms in place of fiber board to avoid termite issue. | Fire Board | Sqm | 2500.00 | 4707500.00 |
| 5 | Correction point of sewage system | Campus | To be connected in existing nearest manhole | | | | | | Construction of one septic tank and connection of overflow sewer line to local zone waste water treatment as per requirement of GRIFA | | | | 1000000.00 |
| 6 | Doors in Bath rooms and toilets | All toilets and bathrooms | PVC doors with PVC frame | Frame PVC | Mtr | 3382.00 | 482.20 | 1630800.40 | Pre laminated Flush Doors with provision of Acrylic sheet on inner face with Aluminium Frame may be recommended. | Frame Aluminium | Kg | 2000.00 | 1090000.00 |
| 7 | Solar water heater system | All toilets and bathrooms | Solar water supply | PVC Shutters | Sqm | 260.00 | 2401.15 | 624299.00 | Provision of one extra Geyser point in all bathrooms may be recommended. System for kitchen waste to be laid separately. | Pre-laminated flush door shutters | Sqm | 260.00 | 910000.00 |
| 8 | System for kitchen waste | Kitchen block | No provision in BOQ | | | | | | Construction of one oil & grease chamber /settling tank and connection of overflow pipe line to existing nearest drain of Municipal Corporation may be recommended. | CPVC pipe | Each | 72.00 | 72000.00 |
| 9 | Anti-termite treatment | Whole building | No anti-termite works have been taken. | | | | | | There are termite problems in the area. Anti-termite treatment work may be recommended on all the wooden door frames etc. | | | | 450000.00 |


PROJECT MANAGER (Civil)
 CIVIL DIVISION RITES Limited
 RITES Project Office, Alichahar

| Sl No. | Details of works | Location | Items as per BOQ awarded by M/S RITES Ltd. | BOQ | | | | Amount | Recommendation during the visit | Material | Unit | Approx. Quantity | Approx. Rate as per BOQ/Market | Amount |
|------------------------|---|----------------------------|---|----------|------|----------|------|-------------|---|----------|--------|------------------|--------------------------------|--------|
| | | | | Material | Unit | Quantity | Rate | | | | | | | |
| 10 | Wall Tiles work in bath rooms and toilets | All toilets and bathrooms. | Tiles upto door height | | | | | | Provision of wall tiles upto false ceiling height may be recommended. | Sqm | 100.00 | 850.00 | 85000.00 | |
| 11 | Floor of Lift lobby | Whole building | Kota stone | | | | | 515450.00 | Provision of Granite on floor of Lift lobby may be recommended. | Sqm | 450.00 | 3526.00 | 1586700.00 | |
| 12 | Staircase | Whole building | Green marble on floor of all steps in staircase | | | | | 1230320.00 | Provision of Granite on steps of staircase may be recommended. | Sqm | 700.00 | 3526.00 | 2468200.00 | |
| 13 | System of C.C.T.V. Camera | Whole campus | Provision for the same was not taken. | | | | | | Provision for system of C.C.T.V. Camera may be recommended. | IS | | | 1000000.00 | |
| 14 | Floor of Dining Area | Dining area | Verified Tiles | | | | | 421500.00 | Provision of Uttarpar green marble in floor and upto 1.2 mt height on walls may be recommended. | Sqm | 300.00 | 1757.60 | 527280.00 | |
| | | | | A | | | | 15526758.00 | AMOUNT AS PER THE ABOVE NEW WORKS/MODIFICATIONS | | | | | |
| | | | | B | | | | | AMOUNT AS PER THE ABOVE NEW WORKS/MODIFICATIONS | | | | | |
| | | | | C | | | | | AMOUNT AS PER THE ABOVE NEW WORKS/MODIFICATIONS | | | | | |
| | | | | D | | | | | AMOUNT AS PER THE ABOVE NEW WORKS/MODIFICATIONS | | | | | |
| AS PER RECOMMENDATIONS | | | | | | | | | | | | | 13712078.00 | |

OVERALL ASSESSED SAVING IN TENDERED COST (i.e. Rs. 23.40 crore) AFTER IMPLEMENTATION OF ALL THE ABOVE NEW WORKS/MODIFICATIONS IN THE EXISTING WORK (D-C)

[Signature]
[Signature]

MANAGER (Civil)
 CP DIVISION RITES Limited
 RITES Project office, Allahabad



मोतीलालनेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
 प्रयागराज-211004 [भारत]
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]
 Website: <http://www.mnnit.ac.in>

Minutes of the Fifty-fifth [55th] meeting of the Finance Committee held on December 7, 2019 at 02:30 p.m. in Conference Hall, Executive Development Centre, Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004.

Following members of the Finance Committee attended the meeting -

- | | | |
|----|--|---------------------|
| 1. | Prof. Devendra Pratap Singh Distinguished Professor, IIT (BHU), Varanasi - 221005 (U.P.) | Chairman |
| 2. | Prof. Rajeev Tripathi Director, Motilal Nehru National Institute of Technology Allahabad, Prayagraj – 211004. | Member |
| 3. | Shri Madan Mohan Additional Director General [HE], Department of Higher Education, Ministry of Human Resource Development, Government of India, Shastri Bhawan, New Delhi-110 001. [Through Remote Conferencing] | Member |
| 4. | Prof. Neeraj Misra Professor, Department of Mathematics & Statistics, Indian Institute of Technology, Kanpur, Kanpur 208 016. [Nominee of Director, IIT Kanpur] | Member |
| 5. | Prof. M. M. Gore Professor, Department of Computer Science & Engineering, Motilal Nehru National Institute of Technology Allahabad, Prayagraj – 211004. | Member |
| 6. | Dr. Sarvosh K Tiwari Registrar, Motilal Nehru National Institute of Technology Allahabad, Prayagraj – 211004. | Member Secretary |

Following members of the Finance Committee were granted leave of absence from the meeting on account of their preoccupation:

- | | |
|---|--------|
| 1. Smt. Darshana M Dabral JS & FA Integrated Finance Division, Ministry of Human Resource Development Government of India, Shastri Bhawan, New Delhi – 110001 | Member |
|---|--------|

The Chairperson extended a warm welcome to the members and thanked them for taking their time out to attend the meeting.

The Finance Committee was informed that the Institute has received comments from the Integrated Finance Division of Ministry of HRD vide letter F. No. 3-18/2013-IFD, dated 05.12.2019 [ANNEXURE-I] on the agenda items of 55th meeting of the Finance Committee and 60th meeting of the Board of Governors of the Institute. The Finance Committee resolved to take these comments on records.

The Finance Committee deliberated the agenda and proceedings are as under:

Item No. 55.01 : To confirm the minutes of the Fifty-fourth [54th] meeting of the Finance Committee held on 27.08.2019.

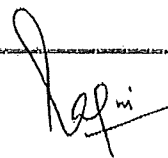
Resolution : The Finance Committee considered the confirmation of the minutes of its Fifty-fourth [54th] meeting held on 27.08.2019 and noted that no comments have been received from any of the members.

The Finance Committee resolved to confirm the minutes of its Fifty-fourth [54th] meeting held on 27.08.2019.

Item No. 55.02 : To report the action taken on the decisions taken in the Fifty-fourth [54th] meeting of the Finance Committee held on 27.08.2019.

Resolution : The Finance Committee perused the action taken by the Institute on the decisions taken in its Fifty-fourth [54th] meeting held on 27.08.2019, as circulated along with agenda papers.

The Finance Committee resolved that action taken by the Institute on the decisions taken in its Fifty-fourth [54th] meeting be noted and taken on record.



Item No. 55.03 : To confirm and ratify the decision of the Chairman, Finance Committee on the proposal for construction of new block for Academic Building (G+2) in front of Central Library i/c internal electric installations, fans, fire-fighting system & lift, in the Institute.

Resolution : The Finance Committee noted the approval accorded by the Chairman, Finance Committee and Chairperson, Board of Governors on 1.10.2019 on the proposal for construction of new block for Academic Building (G+2) in front of Central Library i/c internal electric installations, fans, fire-fighting system & lift of the Institute, as per the recommendations of the Building and Works Committee in its Thirty-first [31st] meeting held on 26.09.2019.

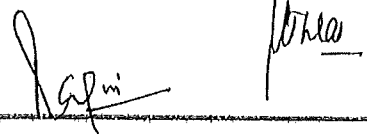
The Finance Committee resolved to confirm and ratify the approval accorded by the Chairman, Finance Committee, on the above.

Item No. 55.04 : To consider the proposal for delegation of powers to the Building and Works Committee [B&WC] for giving the necessary administrative approval and expenditure sanction for executing additions/ alterations/ modifications etc of Civil or Electrical works in the existing buildings and execution of original/ minor works with estimated cost upto ₹ 30.00 Lakhs as per the provision of GFR-2017.

Resolution : The Finance Committee considered the proposal for delegation of powers to the Building and Works Committee [B&WC] for giving necessary administrative approval and expenditure sanction for executing additions/ alterations/ modifications etc of Civil or Electrical works in the existing buildings and execution of original/ minor works with estimated cost upto ₹ 30.00 Lakhs as per the provisions of GFR-2017 and in terms of Ministry of HRD vide letter F. No. 10-5/2019-TS.III, dated 10.06.2019.

The Finance Committee resolved to accept and recommend the same to the Board of Governors for approval.

Item No. 55.05 : To consider the Revised Budget Estimates for the year 2019-20 and the Budget Estimates for the year 2020-21.



Resolution : The Finance Committee considered the Revised Budget Estimates [RE] for the year 2019-20 and the Budget Estimates [BE] for the year 2020-21 as recommended by the Institute Committee for casting and reviewing the budget periodically.

The Finance Committee resolved to recommend the Revised Budget Estimates [RE] for the year 2019-20 and the Budget Estimates [BE] for the year 2020-21 under various heads as follows:

| Head | Revised Budget Estimates [2019-20] | Budget Estimates [2020-21] |
|--|------------------------------------|----------------------------|
| Grant-in-Aid Salary [OH-36] | ₹ 65.38 Crore | ₹ 120.05 Crore |
| Grant-in-Aid General [OH-31] | ₹ 123.14 Crore | ₹ 134.07 Crore |
| Grant for Creation of Capital Assets [OH-35] (Including Loan from HEFA) | ₹ 191.86 Crore | ₹ 308.12 Crore |

Item No. 55.06 : To consider the guidelines/ policy for writing off of the irrecoverable losses upto a limit of ₹10, 000.00 and the irrecoverable value of store items lost or rendered unserviceable due to normal wear and tear or obsolete upto a limit of ₹ 25,000/-.

Resolution : The Finance Committee considered the guidelines/ procedures/ stipulations to be followed for write off of irrecoverable losses upto a limit of ₹10, 000.00 and of irrecoverable value of store items lost or rendered unserviceable due to normal wear and tear or obsolete upto a limit of ₹ 25,000/-.

The Finance Committee resolved to accept and recommend these guidelines to the Board of Governors for approval. A copy of the guidelines as accepted by the Finance Committee and recommended to the Board of Governors for approval is at ANNEXURE-II.

Item No. 55.07 : To consider the recommendations of the Thirty-second [32nd] meeting of the Building & Works Committee [BWC] held on 30.10.2019 on the following items:
[A] Preliminary/Detailed Estimates of ₹ 9,74,71,400.00 submitted by the CPWD Allahabad for widening and re-carpeting of roads with provision of interlocking tiles on the road berms in the Academic, Residential and Hostel

Campus of the Institute.

[B] Modifications/ new works in the already approved and ongoing work of Construction of Girls Hostel (G+6) by M/S RITES Ltd, within the contract amount of the subject work.

Resolution : [A] The Finance Committee considered the recommendations of the Thirty-second [32nd] meeting of the Building & Works Committee [BWC] held on 30.10.2019 on the following:

- (I) Preliminary/ Detailed Estimates of ₹ 9,74,71,400.00 (Rupees Nine Crore Seventy Four Lac Seventy One Thousand Four Hundreds only) for widening and re-carpeting of roads with provision of interlocking tiles on the road berms in the Academic, Residential and Hostel Campus at MNNIT Allahabad, Prayagra].
 - a. To award the work to CPWD Allahabad.
 - b. The flow of funds shall be as per clause 3.1.2.1.(9) of CPWD Works Manual 2019 and SOP No.3/6 (Deposit Works) of SOP for CPWD Works Manual 2019 or relevant rules applicable.

The Finance Committee resolved to recommend the same to the Board of Governors for approval along with grant of administrative approval and expenditure sanction for the above work.

The Finance Committee also recommends that for the above project, expenditure may be met out of the funds available with the Institute, preferably under OH-35.


[B] The Finance Committee considered the recommendations of the Thirty-second [32nd] meeting of the Building & Works Committee [BWC] held on 30.10.2019 on the modifications/ new works proposed in the already approved and ongoing work of Construction of Girls Hostel (G+6) by M/S RITES Ltd. within the contract amount of the subject work.


The Finance Committee resolved to recommend the same to the Board of Governors for approval.

Motilal Nehru National Institute of Technology Allahabad [MNNIT Allahabad]

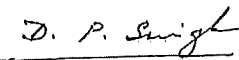
Considering the importance and urgency, the Finance Committee resolved to request the Board of Governors to consider the above recommendations of the Finance Committee in its very next meeting.

The meeting ended with thanks to the Chair.


19/12/19
[Sarvesh K Tiwari]
Registrar/ Member Secretary


19/12/19
[Rajeev Tripathi]
Director, MNNIT Allahabad

Approved


19.12.19
[Devendra Pratap Singh]
Chairman, Finance Committee
MNNIT Allahabad



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]

Guidelines /Policy for writing off of the Irrecoverable losses up to a limit of ₹10,000/- and the Irrecoverable value of store Items lost or rendered unserviceable due to normal wear and tear or obsolete up to a limit of ₹ 25,000/-

A. DISPOSAL OF STORES/ IT EQUIPMENT

1. Introduction

Disposal of stores is one of the most important functions of materials management in any organization. This has become necessary as the equipment and other items tend to become surplus/obsolete, unserviceable etc. over a period of time due to its long usage. The disposal of this type of stores is needed to be done on periodic basis.

2. Stages of disposal

The steps in disposal are as under:

- a) Identification of types of disposable stores-surplus, obsolete, Unserviceable or scrap.
- b) Identification of items proposed to declare as store items lost or rendered unserviceable due to normal wear and tear or obsolete
- c) Consideration by the Departmental Level Disposal Committee
- d) Inspection of this proposed to declared as surplus/ obsolete or unserviceable
- e) Consideration by the Institute Level Disposal Committee
- f) Mode of Disposal, Fixation of Reserve price, Approval of the Competent Authority, Evaluation of the offers, Accounting Entries, Removal of the disposed off stores

3. The stores for disposal is divided into the following categories:

[A.] Store Items other than IT Equipments

- I) Surplus Stores—Items that are in working order but are not required for use in a particular Section/Division/Institute and stock lying in stores for more than five years shall be deemed as surplus unless there is any good reason to treat them otherwise.
- II) Obsolete Stores—Items in working order but cannot be put into use effectively being outdated due to change in technology/design.
- III) Unserviceable stores—Items which are not in working order, outlived its normal span of life and are beyond economic repair.
- IV) Scrap-Process waste, broken & any other item not covered above but has got resale value.
- V) Empties—Empty containers, crates, bottles, plastic jars, drums etc.

[B.] IT Equipments

IT Equipment (Including servers, PC's, Dumb Terminals, Printers, UPS, Laptop/Notebook/tablet, Data Communication Equipment/LAN switches/Routers/Data Cables) can be condemned on the following grounds:

- a) Equipment outlived its prescribed life and certified by Head of the Department/Section as unfit for its useful contribution. The prescribed life of various IT equipment is as following
 - I) Servers/PC's/dumb terminals/printers- 5 years
 - II) Laptop/Note-book- 4 years or till the fitness of such device is certified by NIC of the ministry/department, whichever is later.
 - III) UPS excluding battery- 5 years
 - IV) Battery of UPS- 1 year after warranty period.
 - V) Printers - 5 years
 - VI) Softwares do not require any physical scrapping

vii) Data Communication Equipment/LAN switches/routers/data cables 5 years.

Note: Life time of above IT Items have been decided in terms of DoPT O.M. No. 8-11/2012-13/IT-I dated 09.01.2015 (Copy enclosed as Annexure-I)

- b) Equipment which have become obsolete technology-wise and can't be upgraded and support from vendor either paid or unpaid does not exist and their use may result in security threat/ unauthorized access to data
- c) Beyond economical repair: When repair cost is considered too high (exceeding 50% of residual value of equipment taking depreciation into account), and the age of the equipment. Such cases should be dealt on case to case basis and should have concurrence of finance. In case of IT equipments, a depreciation of 20% per year may be taken for calculation of residual value.
- d) Equipment that has been damaged due to fire or any other unforeseen reason and have been certified as beyond repair by the authorized service agency and agreed upon by the Head of the Department.
 - i) Consumable items related to IT like used printer cartridges etc. are not included in the scope of scrapping on account of the fact of its nature as consumable.
 - ii) IT items like pen, drives/floppies, which are petty valued and are not capitalized, are not qualified for the detailed scrapping procedure.

4. Identification of items proposed to be declared as store items lost or rendered unserviceable due to normal wear and tear or obsolete

1. The Head of the Departments/Sections/Units proposing the disposal of item(s)/equipment(s) as Surplus, Obsolete and Unserviceable Stores shall be required to submit the details of such item(s) in the following format:-

| Item No. | Particulars of store | Quantity/Weight | Book Value/Original purchase price | Condition and year purchase | Mode of disposal (sale public auction or otherwise) | Remarks |
|----------|----------------------|-----------------|------------------------------------|-----------------------------|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| | | | | | | |

Note:

1. Certified that the item referred above is in working order but is no longer used by me/ my division. The item may be declared as surplus.
2. Certified that the item referred above has become outdated technically and is not useful within the Institute. The replacement parts are also not available for its repair and so same may be declared as obsolete.
3. Certified that the item mentioned above has lived a normal life of ____ years and become unserviceable due to normal wear & tear. The item is beyond economic repair and thus may be declared as unserviceable.
4. Certified that the service and inventory labels from the items has been removed
5. Certified that AMC, if any, for such items has been stopped with the effective date of scrapping
6. (In case IT Equipments only), Certify that all data including operating system has been removed after taking proper backup and preserved by the user of the items

Indentor

Head of the Department

[To be signed by the each members of the Department Level Disposal Committee]

Section B: [to be filled in by the Institute Level Disposal Committee].

The material in question has been inspected by us and found to be surplus/ obsolete/ unserviceable due to its normal wear & tear. The committee recommends for its disposal.

[To be signed by the each member of the Committee]

The report in the above format shall be submitted to the Director for consideration.

5. **Department Level Disposal Committee**

On consent of the Director on the report of the HoD to go ahead, a Departmental Level Committee may be constituted as per the following composition:-

- | | | | |
|--------|--|---|-------------|
| (I). | Head of the Department | : | Chairperson |
| (II). | Any two faculty members nominated by the HoD | : | Member |
| (III). | One faculty member from the other department | : | Member |

5.1. Functions of the Departmental Level Disposal Committee will broadly include the following:

- a) Physical Verification Report in respect of each of every item with their present status.
- b) In cases, where equipments are to be written off on account of being obsolete/unserviceable, report to this effect from the equipment manufacture/authorized dealer may be obtained and enclosed.

6. Inspection of items proposed to be declared as surplus/ obsolete or unserviceable

The Committee shall examine the stores to be declared as surplus/obsolete and unserviceable taking into account the stipulated life period of each item, overall condition of the items, the reasons for obsolescence etc., requirement of such items in future, negligence or mischief or frauds on the part of any individual for such loss.

7. Institute Level Disposal Committee:

1. The recommendations of the Departmental Level Committee shall be considered by an Institute Level Committee consisting of members of the above Committee along with Deputy Registrar (Finance & Accounts) and Assistant Registrar (Store & Purchase) as additional members.
2. Recommendations of the Institute Level Committee will be processed as per provisions of the Statutes 17 (5), such as irrecoverable value of store items lost or rendered unserviceable, due to normal wear and tear or obsolete up to a limit of Rs 25, 000.00 shall be considered by the Director.

Further proposals for writing off of irrecoverable value of store items lost or rendered unserviceable, due to normal wear and tear obsolete up having value more than the above limit shall be placed before the Finance Committee (FC)/ Board of Governance (BoG) for consideration.

8. Mode of Disposal, Fixation of Reserve price, Approval of the Competent Authority, Evaluation of the offers, Accounting Entries, Removal of the disposed off stores by the Purchaser

The Institute Level Disposal Committee will decide one of the following modes of disposal:

(I). By gift to Education Institute within the State

(II). By public action

(III). By limited tendering

For disposal of such item approved to be declared as surplus/ obsolete/ unserviceable, by the Competent Authority; any one of the methods as listed above may be adopted as per applicable provisions of the General Financial Rules 2017 and the Manual for procurement of Goods & Services-2017 published by the Ministry of Finance, Govt. of India, and accordingly accounting entries for such disposed off shall be done as per the provisions of the GFR.

B. DISPOSAL WRITING OFF OF THE IRRECOVERABLE LOSSES UP TO A LIMIT OF ₹10,000/-

Where the loss does not disclose a defect in the procedures, or where there has not been any serious negligence on the part of any employee:

1. Irrecoverable losses of stores or public money (Including loss of stamps)
2. For losses of stores due to theft/fraud or negligence
3. All other cases
4. Loss of Revenue or Irrecoverable loans and advances
5. Deficiencies and depreciation in the value of stores including in the stock and other accounts.

Note: 1. For the purpose of this, the value of stores shall be the book value where priced accounts are maintained and 'Replacement Value' in other cases

2. Such Write-Off shall only be initiated after making all possible efforts to recover such losses, and even after all efforts the recovery of same is not possible. The same shall be duly recorded in writing before initiating the process of writing off of the Irrecoverable losses up to a limit of ₹10,000/-.

3. For Irrecoverable losses above ₹10,000/-, the matter with full details to be put up before the Finance Committee/ Board of Governors for consideration.