



मौलाना अबुल कलाम आज़ाद एशियाई अध्ययन संस्थान

(संस्कृति मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय)

आई. बी. १६६, सेक्टर ३, सॉल्ट लेक, कोलकाता ७००१०६

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES

(An Autonomous Body under the Ministry of Culture, Govt. of India)

IB 166, SECTOR III, SALT LAKE, KOLKATA 700106

E-mail : makaiaskol@vsnl.net

E-mail : makaias_cal@vsnl.net

E-mail : info@makaias.gov.in

Website : www.makaias.gov.in

टेली फैक्स : (०३३) २३३५-६६२९/२३३५-७६२६

दूरभाष : (०३३) २३३५-६६२३/६६४२/६६२९

Tele Fax : (033) 2335-6629 / 2335-7626

Phone : (033) 2335-6623 / 6642 / 6629

Minutes of the 32nd Finance Committee Meeting of MAKAIAS, Kolkata held on Wednesday, March 12, 2014 at 11 a.m. at the Office of the Financial Advisor & Additional Secretary, Krishi Bhavan, New Delhi 110 001

The 32nd Finance Committee meeting of the Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS), Kolkata was held on Wednesday, March 12, 2014 at 11 a.m. at Krishi Bhavan, New Delhi 110 001.

Members Present:

1. Mr. Raghav Chandra, FA & AS, MOC, GOI and Chairman of the Finance Committee
2. Professor O. P. Mishra, Member, Finance Committee
3. Dr. Sreeradha Dutta, Director & General Secretary, MAKAIAS
4. Ms. Mahalakshmi Ramakrishnan, DS, IFD, MOC, GOI (On Invitation)
5. Mr. T. D. Sehra, Finance Officer, MOC, GOI (On Invitation)

Leave of absence was granted to Professor Ashis Kumar Roy and Professor Mushirul Hasan.

Agenda Item No. 1: To confirm the Minutes of the 31st Finance Committee Meeting held on November 14, 2013 at Krishi Bhavan, New Delhi. (Annexure I)

The Committee confirmed the Minutes of the 31st Finance Committee held on November 14, 2013 at the office of the FA & AS, MOC, GOI, New Delhi.

Agenda Item No. 2: Action Taken Report on the resolutions of the 30th Finance Committee Meeting.

The Committee noted and confirmed the action taken report of the 31st Finance

Committee of November 14, 2013.

Agenda Item No. 3: The Director, MAKAIAS requests the Finance Committee to consider the proposal for engagement of Consultants for the positions;

- i) Consultant – Project Management
- ii) Consultant – Office Assistant

MAKAIAS has opened Maulana Azad Research Centre at Sikkim University recently. Correspondences and meetings were held with other universities in North East region Viz. Assam University, Tripura University, Tezpur University, Universities at Arunachal Pradesh, Mizoram, NEHU etc. for establishing Maulana Azad Centres for North East Studies. This endeavor has broadened the research activities of MAKAIAS in North-East Region. At present there are 9 nos. and 19 nos. on - going research projects under internal and external research fellows respectively for North –East areas. To enthruse the activities budgetary support for Rs. 1 crore has been granted by the MOC in RG 2013-14 under the head North Eastern Areas.

It may be appreciated that the research projects are time bound programme and monitoring of the activities of the fellows is one of the prime duty of the Director, MAKAIAS. Delay in completion of a project may overrun the cost and as a result the progress of remaining projects will be affected un-doubtly. Therefore, a performance oriented monitoring is required to fulfil the objectives as well as full utilization of fund. The role of the Director, MAKAIAS is two folds, one academic and other administrative. It is imperative to mention that of late the administrative activities of the Institute have been increased substantially specially for audit observations and queries, day to day feedback to Ministry etc. Accordingly, hardship has been experienced by the Director to find time in the busy schedule for monitoring and review the progress of the projects. Therefore, it may be appreciated that the Director needs support to function more effectively. As the present staff strength is saturated with the regular office works the possibility of extension of support from them for monitoring of research activities is remote. To cope up with the situation seeking support from outside by engaging Consultants have become essential.

In view of above engagement of the following Consultants are proposed. Initially they will be appointed for the positions temporarily for six month only and may be extended suitably on need basis subject to their performance. The financial impact will be Rs. 3,30,000.00/- for six months only. The cost will be debited under grant for North –East.

Position	Age	Qualification	Experience	Assignment	Remuneration
Consultant – Project Management – 1 Post		Graduate or Post-Graduate	Working experience in Central/State Govt. Offices in the capacity of Office Supdt./ Section Officer. Knowledge of CCS Rules, Financial Rules handling of	To deal and tender consultancy in regards to the Research Projects of the Institute. To make correspondences with the Research Fellows/ Organisations/ Universities	Rs.35,000.00 per month (Consolidated)

			Accounts & Audit and office administration with computer knowledge is preferred	and other bodies as and when directed by the Director. To monitor the progress of the Projects and prepare data base for information to the Institute Authority.	
Office Assistant - 1 Post		M.A in History, Social Science or International Relations.	Experience in teaching in colleges and handling in research projects preferred.	To deal with day to day assignment as per instruction of the Director.	Rs. 25,000.00 per month (Consolidated)

The Committee after due deliberations noted and resolved that as proposed by the Director, MAKAIAS engagement of Consultant as Project Coordinator and an Office Assistant for a period of one year with the remuneration as suggested be approved. However, The Chairman, of the Committee suggested that retired Government personnel with requisite experience may be engaged for the above purpose.

Agenda Item No. 4: The Director, MAKAIAS request the Finance Committee of MAKAIAS to consider engagement of a Curator (temporary/ contractual basis) for the Maulana Azad Museum.

The house, 5 Ashraf Mistri Lane, Kolkata in which Maulana Abul Kalam Azad lived in Kolkata for a long time in his last days, has been established into the Maulana Azad Museum, under the aegis of MAKAIAS and, steps have been taken for collection of materials on Maulana Azad.

At present the Institute had acquired 362 objects on Maulana Azad and the segregation and detailed cataloging, accessioning, conservation, preservation and digitization of all memorabilia and texts in the Museum collection has been carried out by INTACH & the School of Cultural Texts and Records, Jadavpur University.

The Institute is still endeavoring search to collect more artefacts related to Maulana with his relatives or other related persons. A detailed database (with metadata) is currently being prepared for the text and manuscripts portion of the collection as part of the digitization project carried out by the Institute through the School of Cultural Texts and Records, Jadavpur University (SCTR/JU).

To oversee the ongoing works and the necessary expansion of the Museum a dedicated curator is required. He/ She should have a Bachelor Degree in Arts or Science in Museology, Anthropology, Archaeology, Fine arts, History, Cultural Studies (preferably at post- graduate level), followed by a suitable qualification in archival, curatorship or cultural heritage management.

The monthly remuneration may be fixed at Rs.30,000.00/- (consolidated). The remuneration may be charged under Non-Plan(G).

The Committee resolved that the proposal of engaging a curator for the Maulana Azad Museum with monthly consolidated remuneration of Rs. 30, 000/- (Rupees thirty thousand only) be approved. The Chairman, emphasized that retired Govt. personnel with experience and expertise may be engaged for the above purpose.

Agenda Item No. 5: To consider Engagement of outsource persons working at the Institute as casual labour under the control of the Institute.

Since last two years the activities of the Institute have been increased in many folds. And it is expected that the Institute has to engross in more activities in future days due to extension of activities in North East areas. The regular office works have also been increased simultaneously. The regular staff strength to perform office jobs from the time when the Institute and the Azad Museum have been established is only eight (1-UDC Cum Cashier, 1-Computer Asst, 3 – LDC and 3 –MTS). It may be appreciated that the staff strength is not sufficient to handle the day to day work of the Institute at present. There is no scope of increase in regular staff strength too. Due to shortage of staff the administration has been compelled to hire the following outsource persons on daily wage basis to run the office smoothly as well as to cope up with the amplified office jobs. They are paid (excluding Sundays) as per daily wage rate circulated by the Government of India time to time. Their performances have been always outstanding and very useful to the Institute. The financial cost for engagements of such outsource person is substantially less than the involvement of regular staff. The persons have been engaged by the Outsource Agency through tendering process and the rate offered by the lowest tenderer was accepted. It is imperative to mention here that the Agency is charging 7.44 % in addition to the amount payable to the outsource persons as it's service charges. It is obvious that the Institute has not to bear any service charges if they are engaged under the Institute as daily casual labour.

In view of above and as the services of the following eight outsource persons are always required by the Institute and therefore, it is proposed to engage them under the Institute as casual labour with no change in pay structure and without the commitment of permanent of their services. Their service will remain purely temporary and they will not enjoy any facility like permanent staff. Suitable undertaking will be taken from the persons before such engagement.

This action will save the hazards and time for calling of tender and engagement process every time.

Sl. no	Name	Category	Current Daily Wage Rate w.e.f 1 st October,13 in Rs.	Monthly Cost = Daily Rate X26	Jobs being performed
1.	Sri Tanmoy Das	Highly skilled	410.00	10660+ Spl Allowances 3118=13778.00	Caretaker cum Computer Hardware Technician

2.	Sri Bapi Sarkar	Skilled	377.00	9802.00	Library Asst
3.	Sri Tarak Nath Das	Semi Skilled	342.00	8892.00	Library Asst
4.	Sri Sanjoy Chowdhury	Semi Skilled	342.00	8892.00	Office Asst
5.	Sri Surojit Dey	Semi Skilled	342.00	8892.00	Office Asst
6.	Sri Sumit Acharjee	Un-Skilled	310.00	8060.00	Attendant Section A/Cs
7.	Sri Abijit Talukder	Un-Skilled	310.00	8060.00	Peon
8.	Sri Santosh Kumar Singh	Un-Skilled	310.00	8060.00	Pantry Boy

Total 74,436.00

Total Monthly Bill would be preferred by the Agency =

1. Pay	= 74,436.00
2. EPF @13.61%	= 10,131.00
3. ESI @3%	= 2,233.00
4. Service Charge @7.44 on(1+2+3)	= 6,458.00
5. Service Tax @12.36% On (1+2+3+4)	= 11,527.00
Total.....	= 1,04,785.00

On engagement under Institute monthly savings will be Rs.30,349.00(104785 – 74436)
And annual savings arrived at Rs.3,64,188.00

The Committee resolved that the agenda matter may be discussed later. The Chairman, of the Committee suggested that the Director, MAKAIAS may send the proposal to the administrative section of the Ministry, GOI for their suggestions and views and then the same may be discussed and considered by the Finance Committee.

Agenda Item No. 6: The Director, MAKAIAS as desired by Shri. Sitaram Sharma, Chairman, Executive Council MAKAIAS request the Finance Committee to consider Shri. Sitaram Sharma's travel (domestic & international) for official purposes by Business Class. (Annexure II)

The Chairman, of the Committee stated that as per the OM No. 7 (2)/ E. Coord/ 2013, Ministry of Finance, Department of Expenditure dated September 18, 2013 the travel by business class is not permissible.

Agenda Item No. 7: The Director, MAKAIAS reports and seeks post facto approval from the Finance Committee for Business Class travel (return) availed by Shri. Sitaram Sharma, Chairman, Executive Council, MAKAIAS on a delegation visit to Belarus during October 16- 21, 2013, to Hyderabad during November 13- 16, 2013 and to New Delhi during December 12- 15, 2013. (Annexure III)

The Chairman of the Committee stated that post facto approval for the domestic travel already undertaken may be approved as an exception.

For the delegation visit to Belarus by Business Class, approval may be sought from the office of the Minister, MOC, GOI in view of the OM- No. 7 (2) / E. Coord/ 2013, Ministry of Finance, Department of Expenditure, dated September 18, 2013.

Agenda Item No. 8: Any other matter with the permission of the Chair:

No matters were taken up for discussion.

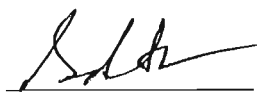
The Chairman appreciated the MAKAIAS brochure/ brief profile.

The meeting ended with vote of thanks to the Chair.

Mr. Raghav Chandra

Additional Secretary & Financial Advisor

Ministry of Culture, GOI & Chairman of the Finance Committee, MAKAIAS



Dr. Sreeradha Dutta

Director & Member Secretary, MAKAIAS