



मौलाना अबुल कलाम आज़ाद एशियाई अध्ययन संस्थान
(संस्कृति मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय)

आई. बी. ब्लॉक, प्लॉट सं. १६६, सेक्टर-३, सॉल्ट लेक, कोलकाता-७००१०६

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दूरभाष : (०३३) २३३५-६६२३ / ६६४३ / ६६२३
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फ़ोन : (०३३) २३३५-६६२३ / ६६४२ / ६६२९

**Minutes of the 33rd Finance Committee Meeting of MAKAIAS,
Kolkata held on June 4, 2014 at 3 p.m. at Azad Bhavan,
MAKAIAS, Kolkata**

The 33rd Finance Committee meeting of the MAKAIAS, Kolkata was held on Wednesday, June 4, 2014 at 3 p.m. in the office of the Director, MAKAIAS, Azad Bhavan, IB- 166, Sector III, Kolkata 700 106

Members present:

1. Shri. Raghav Chandra, FA & AS, MOC, GOI & Chairman of the Finance Committee MAKAIAS
2. Professor O. P. Mishra, Member, Finance Committee, MAKAIAS
3. Dr. Sreeradha Dutta, Director & Member Secretary, MAKAIAS
4. Shri. Sitaram Sharma, Chairman, Executive Council, MAKAIAS (On Invitation)
5. Smt. Nirmala Goyal, Deputy Secretary, 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 32nd Finance Committee Meeting held on March 12, 2014, at Krishi Bhavan, New Delhi. (Annexure I)

The Committee confirmed the minutes of the 32nd Finance Committee held on March 12, 2014

Agenda Item No. 2: Action Taken Report on the resolutions of the 32nd Finance Committee Meeting.

The Committee noted and confirmed the Action Taker Report of the 32nd Finance Committee of MAKAIAS, Kolkata held on March 12, 2014.

The Chairman of the Committee further requested the Director, MAKAIAS to write to the IFD Section of the Ministry regarding the entitlement of the Chairman, MAKAIAS and seek clarifications regarding his/ her travel, terms and conditions.

Agenda Item No. 3: To consider and approve the Annual Audited Accounts of the Institute for the financial year 2013- 14. (Annexure II)

The Committee perused and noted the Annual Audited Accounts of the Institute for the financial year 2013- 2014. Members appreciated that the work on the preparation of the accounts has been completed within two months of the close of the financial year. This progress is noteworthy and would go a long way in ensuring timely completion of all the necessary approvals of the accounts.

It was decided that Annual Audited Accounts of the Institute may be placed before the Society as provisional Annual Audited Accounts for the year 2013- 14, for the perusal and suggestions of the Society. Further, post the Annual General Meeting of the MAKAIAS, Society, the provisional Annual Audited Accounts may be sent to the CAG and the final Annual Audited Accounts 2013-14 may be placed for approval by the Executive Council

Agenda Item No. 4: The Committee is requested to consider the proposed pay structure for Fellows

A: Present In House Fellowship structure as per recommendation of 30th Finance Committee held on 04.04.13

Sl. No	Category	Fellowship	Total
1	Junior Fellow	25,000 + 30% HRA	32,500.00
2	Associate Fellow	30,000 + 30% HRA	39,000.00
3	Fellow	35,000 + 30% HRA	45,500.00
4	Senior Fellow	45,000 + 30% HRA	58,500.00

Fellowship Pay Scales are proposed as under for Internal Fellows:

Sl. No	Category	Seniority	Proposed Pay scale				HRA	Total as per
			Pay-Band	Grade	Basic	DA		

				Pay	Pay	100%	30%	Gratuity Pay
1	Junior Fellow	Entry level	9,300 34,800 PB - 2	5,400	14,700	14,700	4410	34,810
2	Associate Fellow	Entry +5 years	15,600 39,100 PB - 3	5,400	21,000	21,000	6300	48,300
3	Sr. Associate Fellow	Entry +7 years	15,600 39,100 PB - 3	6,600	22,200	22,200	6660	51,060
4	Fellow	Entry +10 years	15,600 39,100 PB - 3	7,600	23,200	23,200	6960	53,360
5	Senior Fellow (Core Service)	Entry +20 years	37,400 67,000 PB - 4	8,700	46,100	46,100	13830	1,06,030

B. Maulana Azad Fellow: The Institute has two posts for Maulana Azad Fellows for the senior most searchers who have outstanding contribution in research works and publications.

For two Maulana Azad resident Fellows the lump sum remuneration proposed is Rs 75,000/- (Rupees seventy five thousand only) per month.

For two Maulana Azad Visiting Fellows the lump sum remuneration proposed is Rs 25,000/- (Rupees twenty five thousand only) per month

A. The Committee after due deliberation noted that it will not be feasible to introduce pay scales in respect of Fellows who are appointed under a contract for fixed term. Instead, Committee recommended enhancement of the consolidated stipend / fellowships to the researchers/ fellows working at the Institute

With respect to the suggestion that a core group of researchers may be identified and the continuity of their tenure ensured, it was decided that the Fellows who are working in the Institute for at least 15 years may be recognized for award of Fellowship for 5 years instead of 3 years. It was also resolved that the Director, MAKAIAS would submit a proposal both in regard to enhancement of fellowship for the Fellows of MAKAIAS as well as other benefits that may be extended to the researchers who have successfully retained Fellowship over 15 years. The proposal for enhanced fellowship for all fellows

including the Core Group may be placed for approval at the next Finance Committee Meeting.

B. Further the Committee resolved that monthly consolidated stipend to 2 Resident Maulana Azad Fellows maybe increased from Rs 50,000 to Rs 60,000. Maulana Azad Fellows should be working on Maulana Azad- his life, thought, political philosophy and vision and should not be above 62 years of age. Further the Committee suggested that the academic output to be generated from the Maulana Azad Fellows to be pre- defined during the next advertisement.

The Committee resolved that the proposal for 2 Visiting Maulana Azad Fellow cannot be considered at present. The detailed modalities may be drawn up and placed for approval.

Agenda Item No. 5: To consider engagement of Consultant- Establishment.

Job Description:

- The Consultant will assist the Director, MAKAIAS, in day to day personnel and administrative work of the institute under the direction and supervision of the Director.
- To deal with the staff matter and compile the draft letters to be issued by the Director.
- To deal with the personnel, administrative & establishment matters of the Institute
- To compose ministerial, administrative and formal correspondence and drafts
- To communicate and conduct meeting with CPWD and other Agencies related to MAKAIAS and report to the Director
- Any other work as and when assigned by the Director.

Minimum Experience & Skill

A Bachelor degree from any recognized University.

Good command over spoken and written English. Experience of working in Government, Semi-Government or Autonomous Organization of Government of India in Sr. Scale category or in higher responsibility. Retired Central or State Government officer having requisite qualification may apply.

Knowledge of Government financial and administrative procedures will be preferred.

Knowledge of Ms Office is mandatory.

Age: Below 62 years.

Remuneration: Rs. 30, 000.00(Thirty thousand consolidated) per month

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 engagement of Consultant- Establishment as proposed with monthly consolidated remuneration of Rs. 30, 00, 000/- (Rupees thirty thousand only) be approved.

Agenda Item No. 6: To consider Engagement of 2 person through outsourcing - one a technical expert for the Maulana Azad Museum and the other for miscellaneous work

(a) Computer Technician: One staff for Museum Building

The outsource staff should have good knowledge for computer hardware and software. Capable to restore the computer hardware, printers, UPS and other computer gadgets in case of failure. To deal all matters relating to computer gadgets at Museum. Daily wage should be as per the skilled labour wage rate of Central Government Wage Rules and revised time to time.

(b) MTS: Miscellaneous (Reception and other office works)

To handle the files and office papers relating to Projects of North East. The incumbent should be at least 12th class qualified and computer knowing (MS Office). Remuneration should be as per semi-skilled labour wage rate of Central Government Wage Rules and revised time to time.

The Committee approved the engagement of two outsourcing personnel as proposed.

Agenda Item No. 7: Any other matter with the permission of the Chair.

No matters were taken up for discussion

The meeting ended with vote of thanks to the Chair



Shri Raghav Chandra
FA & AS, MOC, GOI
Chairman of the Finance Committee, MAKAIAS



Dr. Sreeradha Dutta
Director & Member Secretary
MAKAIAS