

Government of India
Ministry of Culture
IFD

No.9-16/2013 IFD

Shastri Bhavan, New Delhi
27th December, 2013

To

The Director
Maulana Abul Kalam Azad Institute of
Asian Studies,
IB Block, Plot No.166,
Sector-III, Salt Lake,
Kolkata-700 106

Sub: Minutes of the 31st Finance Committee of Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS) Kolkata held on 14th November, 2013.

Madam,

I am directed to refer to your letter No.MAKAIAS/Minutes-31st FC/2013-14 dated 29th November, 2013 on the above mentioned subject and to forward herewith a copy of the minutes as approved by Chairman, Finance Committee (Shri P.K.Jha, the then AS&FA, Ministry of Culture) for further necessary action.

Yours faithfully,


(Mahalakshmi Ramakrishnan)
Deputy Secretary (Fin.)

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<u>Agenda Item</u>	<u>Minutes approved by Chairman FC (Sh.P.K.Jha, the then AS&FA (C))</u>
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<p>Item No.1 : To confirm the Minutes of the 30th Finance Committee Meeting held on April 4, 2013 at Krishi Bhavan, New Delhi. (Annexure I)</p>	<p>To begin with AS&FA expressed his concern for not sending the agenda notes well in time. He also enquired whether the minutes of Finance Committee of MAKAIAS are circulated amongst the members of the FC after these are approved by Chairman FC. It was explained by Director, MAKAIAS that the same are placed in the Executive Council of MAKAIAS and are not circulated among FC members. Chairman directed that henceforth the minutes of the Finance Committee be circulated to all members of the Committee so that they may raise objection, if any.</p>
<p>Item No.2: Action Taken Report on the resolutions of the 30th Finance Committee Meeting.</p>	<p>The Committee noted and confirmed the action taken report of the 30th Finance Committee of April 4, 2013 with the following observations:</p> <p>Agenda Item No.4: It was noted in the last meeting held on 4th April, 2013 that some funds relating to development of website of MAKAIAS allotted during 2011-12 were lying with MAKAIAS in 2012-13 also and not included in the unspent balance. The position was noted by FC with concern for non-utilisation of these funds and Director, MAKAIAS promised to utilize the funds shortly.</p> <p>Agenda Item No.5: It was found in the Action Taken Report that Director, MAKAIAS has not informed IFD whether the last instalment of Rs.12.05 lakhs has been deposited in the MAKAIAS Bank A/c. Director confirmed that the last instalment was deposited in the MAKAIAS Bank A/c.</p> <p>Agenda Item No.16: It was observed that the</p>

	<p>gist/background of the proposal discussed should have been mentioned in the ATN by MAKAIAS. She was asked to prepare the ATN in future by including background of the proposal discussed in the previous meeting.</p> <p>Agenda Item No.8: The period of break for extension of Hindi Language Assistant for one year from April 10, 2013 was not mentioned in the ATN. Director MAKAIAS was asked to give sufficient break while extending the services of contractual employees.</p> <p>Agenda Item No.9: The status report regarding appointment of Consultant (Finance and External Projects & PR) was not included nor the status of court case was given in the ATN. Although the same was explained in the meeting. However, Chairman directed that in future Action Taken Report should be complete in all respects.</p>
<p>Item No.3: Audited Accounts for the financial year 2012-13 is placed before the Committee for perusal and approval. (Annexure- II).</p>	<p>The Committee after due deliberations noted and confirmed the Audited Accounts for the financial year 2012-13. However, Chairman desired that in future the audit accounts should be sent along with the agenda items so that the same could be properly examined.</p>
<p>Item No.4: To consider sanction of shortfall fund of Rs.36.40 lakhs on account of payment of salary during 2013-14 under Non-Plan 36-Grants-in-Aid as per Salaries provided in RE 2013-14. (Annexure III)</p>	<p>The Committee resolved that the Ministry may consider the same.</p>
<p>Item No.5: To consider and approve provision of Rs.1 cr. in BE 2014-15 for repairing work of floors of Library & Dining Hall and modernization of the</p>	<p>The Committee resolved that the agenda matter may be discussed later by including the same in the Annual Plan proposals for 2014-15.</p>

<p>MAKAIAS Guest House at Azad Bhavan, Salt Lake Campus under Plan 31-Grant-in-Aid (G). (Annexure IV)</p>	
<p>Item No.6 To consider the provision for Rs.3.67 lakhs in BE 2014-15 for payment of HRA to the Research Assistants under Plan – 31-Grant-in-Aid (G). (Annexure V)</p>	<p>The Committee resolved that the agenda matter may be taken up for discussion in the next meeting.</p>
<p>Item No.7: To consider the application/prayer submitted by the MAKAIAS Staff requesting the Committee the proposal for switching from Contributory Provident Fund to General Provident Fund-cum-Pension Scheme. (Annexure VI)</p>	<p>The Chairman of the Committee stated that the matter may be placed in the proper available format along with financial implications for consideration by the Ministry</p>
<p>Item No.8: Any other matter with the permission of the Chair.</p>	<p>a. The Chairman of the Committee directed that the Director, MAKAIAS may proceed in consultation with NSCM with the CPWD estimates to initiate the work within a fortnight and report the action taken to him.</p> <p>b. The Chairman of the Finance Committee while approving the project cost not exceeding Rs.17.60 lakh desired that NIC may be requested to clarify Rs.2 lakhs indicated in the budget for travel as well as the tax component included in the budget of NICS1 and MAKAIAS may proceed after due negotiation of price and terms etc.</p> <p>c. Mr. Sitaram Sharma, Chairman, Executive Council, MAKAIAS thanked Mr.P.K.Jha (FA & AS, MOC, GOI) & Chairman of Finance Committee for inviting him to the meeting and for all his valuable suggestions and kind cooperation.</p>