

**NATIONAL INSTITUTE OF TECHNOLOGY**  
**DURGAPUR-713209, WEST BENGAL, INDIA**

**AGENDA NOTES**  
**FOR**

**33<sup>rd</sup> Meeting of Finance Committee to be held on February 10<sup>th</sup>, 2015**  
**at 10:30 A.M. at the Senate Room, New Administrative Building,**  
**National Institute of Technology, Durgapur, PIN-713209**

<b>Sl. No.</b>	<b>Item</b>	<b>Page No.</b>
33.01	To confirm the Minutes of the 32 <sup>nd</sup> Meeting of Finance Committee held on November 19 <sup>th</sup> , 2014.	1
33.02	To note action taken on the Minutes of the 32 <sup>nd</sup> Meeting of Finance Committee held on November 19 <sup>th</sup> , 2014.	1
33.03	To consider the Plan and Non-Plan fund position of the Institute as on 31/12/2014.	1
33.04	To consider empanelment of Legal Counsel of NIT Durgapur at the Calcutta High Court.	2
33.05	Submission of Annual Reports and Audited Accounts of NIT Durgapur for the financial year 2013-2014 to MHRD, New Delhi.	2
33.06	Any other item with the permission of the chair	2



**Item # 33.01: To confirm the Minutes of the 32<sup>nd</sup> Meeting of Finance Committee held on November 19<sup>th</sup>, 2014.**

The 32<sup>nd</sup> Meeting of Finance Committee was held on November 19<sup>th</sup>, 2014 at the Conference Hall, Cryogenics Building, Variable Energy Cyclotron Centre (VECC), 1/AF, Bidhan Nagar, Kolkata – 700064. The minutes of the said meeting (Annexure –I) were circulated amongst the members. Comments on the minutes of the 32<sup>nd</sup> Meeting of Finance Committee was received from Mr. Sanjeev Kumar Sharma, Director (NITs), MHRD, New Delhi and placed in Annexure –II.

Placed for consideration and confirmation of the Finance Committee.

**Item # 33.02: To note action taken on the Minutes of the 32<sup>nd</sup> Meeting of Finance Committee held on November 19<sup>th</sup>, 2014.**

Item	Subject	Action Taken
32.04	To consider the Inspection Report on the accounts of NIT Durgapur for the period from 01/04/2013 to 31/03/2014.	Noted by the Finance Committee.
32.05	To consider revision of fees of the Legal Counsel of NIT Durgapur at the Calcutta High Court.	Noted by the Finance Committee.
32.06 (a)	To consider the budget for the Revised Estimate for the financial year 2014-2015 and the Budgetary Estimate for the financial year 2015-2016 of the Institute.	Noted by the Finance Committee.
32.06 (b)	To consider the reimbursement of medical charges of Col. (Retd.) P. S. Sandhu, Registrar.	Office Order issued.
32.06 (c)	To consider the progress of various ongoing projects and details of fund released.	Noted by the Finance Committee.

**Item # 33.03: To consider the Plan and Non-Plan fund position of the Institute as on 31/12/2014.**

<b>FUND POSITION STATEMENT 2014-15</b>			
(Rs. in lakhs)			
Sl.	Particulars	Plan	Non-Plan
1.	Unspent Balance available as on 01.04.2014	-159.01	-500.00
2.	Total Grants received during 2014-2015		
	towards 1 <sup>st</sup> Installment	1000.00	1000.00
	towards 2 <sup>nd</sup> Installment	800.00	2000.00
	towards 3 <sup>rd</sup> Installment	0.00	2000.00
	towards 4 <sup>th</sup> Installment	0.00	0.00
3.	IRG / Interest earned during 2014-2015 (31.12.2014)	0.00	2000.00
4.	<b>Total funds available with the Institute [(1)+(2)+(3)]</b>	<b>1640.99</b>	<b>6500.00</b>
5.	Actual expenditure up to 31.12.2014	1557.59	4963.90
6.	<b>Unspent Balance as on 01.01.2015</b>	<b>83.40</b>	<b>1536.10</b>

Placed before the Finance Committee for consideration.

**Item # 33.04: To consider empanelment of Legal Counsel of NIT Durgapur at the Calcutta High Court.**

The Finance Committee in its 32<sup>nd</sup> Meeting held on November 19<sup>th</sup>, 2014 had suggested setting up of a panel of Legal Counsel of NIT Durgapur to represent the Institute in its legal cases.

The Institute has received two applications along with schedule of fees from Ms. Shampa Sarkar, Advocate, and M/s Singhvi & Co., Advocates, for empanelment as Legal Counsel of NIT Durgapur (Annexure –III).

Placed before the Finance Committee for consideration.

**Item # 33.05: Submission of Annual Reports and Audited Accounts of NIT Durgapur for the financial year 2013-2014 to MHRD, New Delhi.**

The Annual Reports and Audited Accounts of NIT Durgapur for the financial year 2013-2014 has been submitted to MHRD, New Delhi on December 26<sup>th</sup>, 2014 (Annexure –IV).

Placed before the Finance Committee for information.

**Item # 33.06: Any other item with the permission of the chair.**

*Discussed and approved telephonically by the chairman FC for circulation.*

*[Signature]*  
22/1/15

*[Signature]*  
**Col. (Retd.) P.S. Sandhu**  
Registrar and Member Secretary,  
Finance Committee,  
National Institute of Technology,  
Durgapur  
23 Jan 2015.

**Item # 33.04: To consider empanelment of Legal Counsel of NIT Durgapur at the Calcutta High Court.**

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The Institute has received two applications along with schedule of fees from Ms. Shampa Sarkar, Advocate, and M/s Singhvi & Co., Advocates, for empanelment as Legal Counsel of NIT Durgapur (Annexure –III).

Placed before the Finance Committee for consideration.

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The Annual Reports and Audited Accounts of NIT Durgapur for the financial year 2013-2014 has been submitted to MHRD, New Delhi on December 26<sup>th</sup>, 2014 (Annexure –IV).

Placed before the Finance Committee for information.

**Item # 33.06: Any other item with the permission of the chair.**



**Col. (Retd.) P.S. Sandhu**  
Registrar and Member Secretary,  
Finance Committee,  
National Institute of Technology,  
Durgapur

23/1/15

**NATIONAL INSTITUTE OF TECHNOLOGY**  
**DURGAPUR-713209, WEST BENGAL, INDIA**

Minutes of the 32<sup>nd</sup> Meeting of Finance Committee held on 19<sup>th</sup>, 2014  
at the Conference Hall, Cryogenics Building,  
Variable Energy Cyclotron Centre (VECC),  
1/AF, Bidhan Nagar, Kolkata – 700064

The following Members attended the Meeting:

- |  |   |                 |
|--|---|-----------------|
| <b>1. Prof. Bikash Sinha</b>   | - | <b>Chairman</b> |
| Homi Bhabha Professor, DAE<br>Chairman, Board of Governors,<br>National Institute of Technology, Durgapur<br>and Director (Retd.)<br>Saha Institute of Nuclear Physics,<br>1/AF, Bidhan Nagar, Kolkata-700064. |   |                 |
| <b>2. Prof. T. Kumar</b>   | - | <b>Member</b>   |
| Director,<br>National Institute of Technology,<br>Durgapur   |   |                 |
| <b>3. Shri Sanjeev Kumar Sharma</b>  | - | <b>Member</b>   |
| Director (NITs),<br>Dept. of Higher Education,<br>MHRD, Govt. of India   |   |                 |
| <b>4. Shri Rajesh Singh</b>  | - | <b>Member</b>   |
| Director (Finance),<br>Integrated Finance Division,<br>Dept. of Higher Education,<br>MHRD, Govt. of India  |   |                 |
| <b>5. Prof. Nirmal Kumar Roy</b>   | - | <b>Member</b>   |
| Professor<br>Department of Electrical Engineering<br>National Institute of Technology,<br>Durgapur   |   |                 |



6. Col. (Retd.) P.S. Sandhu,  
Registrar,  
National Institute of Technology,  
Durgapur

-

Member Secretary

The Chairman, Finance Committee, welcomed all the members to the meeting specially Shri Sanjeev Kumar Sharma who is attending the meeting for the first time.

**Item # 32.01: To confirm the Minutes of the 31<sup>st</sup> Meeting of Finance Committee held on August 09<sup>th</sup>, 2014.**

No comments were received. The Minutes of the 31<sup>st</sup> Meeting of Finance Committee held on August 09<sup>th</sup>, 2014 were confirmed.

**Item # 32.02: To note action taken on the Minutes of the 31<sup>st</sup> Meeting of Finance Committee held on August 09<sup>th</sup>, 2014.**

Noted.

**Item # 32.03: To consider the Plan and Non-Plan fund position of the Institute as on 31/10/2014.**

Noted.

**Item # 32.04: To consider the Inspection Report on the accounts of NIT Durgapur for the period from 01/04/2013 to 31/03/2014.**

Approved and recommended to the Board of Governors.

**Item # 32.05: To consider revision of fees of the Legal Counsel of NIT Durgapur at the Calcutta High Court.**

The Finance Committee recommended that a panel of lawyers should be drawn as per the respective field of expertise of the lawyers and the applicable fees should be decided subsequently and put upto the Chairman, Board of Governors for approval.

**Item # 32.06: Any other item with the permission of the chair.**

**a) To consider the budget for the Revised Estimate for the financial year 2014-2015 and the Budgetary Estimate for the financial year 2015-2016 of the Institute.**

The Finance Committee approved and recommended to the Board of Governors.



**(b) To consider the reimbursement of medical charges of  
Col. (Retd.) P. S. Sandhu, Registrar.**

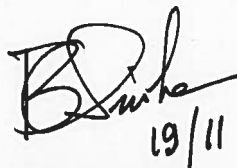
The Finance Committee approved and recommended to the Board of Governors.

The Finance Committee further recommended that a Contributory Health Scheme should be implemented covering all the serving and retiring employees of NIT Durgapur after getting approval of the scheme from MHRD, New Delhi.

**(c) To consider the progress of various ongoing projects and  
details of fund released.**

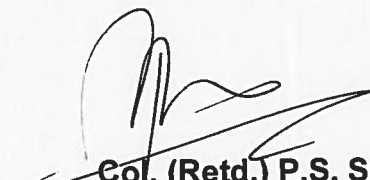
Noted.

There being no other point, the meeting ended with a vote of thanks to the Chair.



19/11

**Prof. Bikash Sinha**  
Chairman,  
Finance Committee,  
National Institute of Technology,  
Durgapur



**Col. (Retd.) P.S. Sandhu**  
Registrar and Member Secretary,  
Finance Committee,  
National Institute of Technology,  
Durgapur  
19 NOV 2014.

2773  
10/12/14

F.No.5-1/2014-TS.III  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Technical Section – III

New Delhi dated 29<sup>th</sup> November, 2014

To,  
The Director  
National Institute of Technology,  
Durgapur – 713209 (West Bengal)

**Subject: Observation regarding minutes' of 32<sup>nd</sup> meeting of Finance Committee and 36<sup>th</sup> meeting of Board of Governors of National Institute of Technology, Durgapur to be held on 19.11.2014 – regarding.**

Sir,

The 32<sup>nd</sup> meeting of Finance Committee of NIT-Durgapur was held on Kolkatta. Subsequently to the above meeting 36<sup>th</sup> meeting of BoG was also held on same date and venue. It is observed, that the minutes of above meeting have been uploaded on website of NIT-Durgapur. As per existing practice, these minutes should have been circulated to all members of Finance Committee/Board of Governors to seek their comments before finalization of minutes. However, in this case the same has not been followed.

2. Following are the observations in respect of minutes of Finance Committee meeting:

- a) **Item No.32.06(b)** – While considering the reimbursement Medical charges of Registrar, NIT-Durgapur, it was desired that a certificate from the concerned Doctor may be obtained regarding requirement of more than two stents were required due to criticality of case, before making payment. However, the same has not been mentioned in the minutes.
- b) **Item No.32.04** – The BoG asked Registrar, NIT-Durgapur to take up outstanding Audit Para with CAG. The progress may be put up in next BoG meeting.

3. Following observation may be noted in respect of minutes of BoG meeting:

- a) **Item No.36.01** – The minutes of 35<sup>th</sup> meeting of BoG was approved after noting that no comments have been received from any member of BoG. Minutes of BoG is silent about it.
- b) **Item No.36.05** – It was apprised by administration of NIT-Durgapur that it is merely renaming of designation the post from Maintenance Engineer to

Sayou

Put up with  
the copy of minutes  
[Signature]

[Signature]  
Registrar

For info. Recd -

[Signature]  
10/12/14


(6)



Executive Engineer and this is in accordance with MHRD instructions. Considering this, BoG approved the report of the meeting.

- c) **Item No.36.07(b)** – It was apprised by administration of NIT-Durgapur that the restructuring re-designation of the post of Medical Officer has been done in accordance with extant instructions of MHRD. BoG, considering above, approved the report of the committee.
- d) **Item No.36.07(c)** – The report of the committee constituted for the restructuring of non-teaching employees has followed various extant instructions issued by MHRD considering this BoG approved the report.
4. It is requested that above observation may kindly be noted while finalizing the minutes of the Finance Committee and Board of Governors meetings. It is also requested that the due procedure of circulating minutes to all members may be adhered to.
5. The above minutes have been uploaded on the Institute website. This should have been done only after finalization of the minutes. The necessary action may kindly be taken in this regard.

Yours faithfully

  
(Sanjeev Kumar Sharma)  
Director (NITs)

**Shampa Sarkar**

Advocate

High Court, Calcutta  
Bar Association Room No. 2  
☎ : 2248-3169/3190  
2243-7363

RESIDENCE & CHAMBER :

AK-13, Street No. 17,  
Action Area - 1,  
New Town, Rajarhat,  
Kolkata - 700156  
☎ : 98302-45185

Ref :

Date : 24.12.2014

To  
The Col (Retd.) P.S. Sandhu,  
Registrar,  
National Institute of Technology,  
Durgapur, PIN-713209.

*Sayam*  
*Report up on*  
*noting for next*  
*BOG*  
*[Signature]*

Re : Empanelment of Advocate in the Institution  
for conducting cases in the Hon'ble High  
Court at Calcutta.

Dear Sir,

Enclosed please find a copy of my resume, containing the details of my experience as an Advocate in the High Court at Calcutta and I request you to empanel me as an Advocate of your Institution.

Thanking you,

Yours faithfully,

*Shampa Sarkar*

Advocate

Encl: As above.

## CURRICULUM VITAE

1. **NAME** : **SHAMPA SARKAR**
2. **Husband's Name** : Kaushik Ghosh
3. **Father's Name** : Swadesh Ranjan Sarkar
4. **Date of Birth** : 18.02.1968
5. **Present Address** : AK-13, Street No. 17, Action Area -1, New Town, Rajarhat, Kolkata – 700156.  
Phone : 9830245185
6. **Marital Status** : Married.
7. **Educational Qualification**

<u>EXAMINATION</u>	<u>INSTITUTION</u>	<u>DIVN/RANK</u>
ICSE, 1984	St. Jeseoph's School, Siliguri	1 <sup>st</sup>
Higher Secondary, 1986	Leroto House, Calcutta	1 <sup>st</sup>
B.A. English (Hons.) 1989	Leroto House, Calcutta	2 <sup>nd</sup>
LL.B., 1992	North Bengal University	1 <sup>st</sup> Class 1 <sup>st</sup> Gold Medalist.

8. **Date of Enrolment with the Bar Council of West Bengal** : 29.01.1993 Enrolment No. WB/108/1993
9. **Family Background** : Father an eminent lawyer of North Bengal. He was a member of Bar Council of West Bengal and Ex-President of West Bengal Lawyers Association. He was the Advocate General of the State of Sikkim. He is still practicing in the Courts of North Bengal Primarily, Siliguri and Sikkim High Court and Supreme Court.

Uncle, Member of West Bengal Judicial Service, retired as Legal Remembrance, West Bengal.

10. **Experience**

- : a) Experience of 21 years in Calcutta High Court as a practicing Advocate.
- b) Independent private practice in Writ, Civil and Criminal side.
- c) Empanelled Advocate of Siliguri Municipal Corporation.
- d) Empanelled Advocate for Government of India, since 2005.
- e) Empanelled Advocate for the West Bengal State Electricity Distribution Company Limited, since January, 2002 and handled many sensitive cases, mostly revenue matters and service matters.
- f) Empanelled Advocate for the University of Calcutta in the High Court, since 2008.
- g) Empanelled Advocate for the North Bengal University in the High Court, Calcutta.
- h) Empanelled Advocate for the Visva Bharati University in the Hon'ble Court, Calcutta.
- i) Working as an Advocate of Cooch Behar Panchanan Burma University.

- j) Junior Standing Counsel of Central Board of Excise and Customs, since 2008 to 2014.
- k) Appeared and conducted cases before other High Courts, District Courts, Industrial Taxations and Administrative Tribunal, Arbitrator and Consumer Courts.
11. **Chamber** : Independent Chamber adjacent to residence with clerk and peon measuring 1200 Sq.ft. equipped with infrastructure like type writer, computer and up to date text books on all subjects and ten law journals.
12. **Income Tax details** : Income Tax Payee,  
PAN Number : AQYPS3707N.
13. **Extra Curricular Activities** : (i) Debating : Won the Runners up trophy for 3 Consecutive years in the inter law college Debating Competition held at Benaras Hindu University and in other inter college competitions.  
(ii) Reading.

*Shamya Sarkar*

**SIGNATURE**

# *Shampa Sarkar*

Advocate

High Court, Calcutta  
Bar Association Room No. 2  
☎ : 2248-3169/3190  
2243-7363

RESIDENCE & CHAMBER :

AK-13, Street No. 17,  
Action Area - 1,  
New Town, Rajarhat,  
Kolkata - 700156  
☎ : 98302-45185

Ref :

Date : 24.12.2014

To  
The Col (Retd.) P.S. Sandhu,  
Registrar,  
National Institute of Technology,  
Durgapur, PIN-713209.

Dear Sir,

Please find hereunder the schedule of my Professional Fees.

## PROFESSIONAL FEES

Sl. No.	Particulars	Gms.	Rs.
1.	Drafting	200	3,400/-
2.	Each Appearance	200	3,400/-
3.	Conference	60	1,020/-
4.	Opinion	150	2,550/-
5.	Clerkage 10% on all the above.	-	-

Please note that the cost incurred for filing, Court Fees, Photo copies, Service copies, obtaining copies of orders in the Hon'ble Court shall have to be paid against actuals.

Thanking you,

Yours faithfully,

*Shampa Sarkar*

Advocate

Enclo: As above

\*Gms. : Gold Mohar as traditionally termed and the same nomenclature continues.

\*1 Gm. = Rs.17.00



**Singhvi & Co.**  
Advocates

OFFICE :  
7C, KIRAN SHANKAR ROY ROAD  
1ST FLOOR, KOLKATA -700 001  
Phone : 91-33-2230-8967, 2248-4243  
Fax : 91-33-2248-1824  
E-mail : shre@cal.vsnl.net.in  
ssinghvikolkata@gmail.com

SC/703/2014-2015  
December 18, 2014

To  
Col.(Retd.) P. S. Sandhu,  
Registrar,  
M/s. National Institute of Technology Durgapur,  
Mahatma Gandhi Avenue,  
Durgapur - 713 209,  
West Bengal, India.

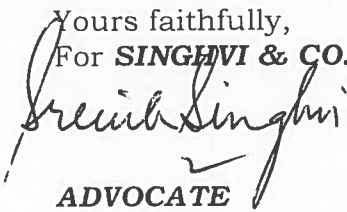
Dear Sir,

With reference to your letter dated December 16, 2014 our Schedule of Fees are follows :-

1. Drafting/Settling fees	...	Rs.	35,000.00
2. Conference fees	...	Rs.	7,500.00
3. Appearance fees before the Hon'ble High Court at Calcutta.	...	Rs.	27,500.00
4. Drafting fees for Notice/Letter.	...	Rs.	15,000.00
5. Fees for Opinion.	...	Rs.	55,000.00

Kindly acknowledge receipt and confirm. Our profile is also enclosed.

Yours faithfully,  
For **SINGHVI & CO.**

  
**ADVOCATE**

Encl : As above.

Note : Other expenses will be on actual and shall be paid in cash.

# R E S U M E

## PERSONAL INFORMATION

N a m e : SRENIK SINGHVI

Academic Qualification : B.Sc.(Hons), LL.B.

### **ADDRESS :**

*Kolkata Chamber*

7C, Kiran Shankar Roy Road,  
: 1<sup>st</sup> Floor, Kolkata-700 001.  
: *Phone No. :*  
(O) 033-2230-8967, 2248-1824  
Fax : 03322481824.  
(M) 9831005831.  
*E-mail* ssinghvikolkata@gmail.com

Professional Experience : Enrolled as an Advocate with the West Bengal Bar Council in August, 1978, and has since been practicing as an Advocate both on the Civil and Criminal sides. Practised based in the Calcutta High Court, Guwahati High Court, Delhi High Court, Patna High Court, Cuttack High Court, Allahabad High Court, Madras High Court, Bombay High Court, Madhya Pradesh High Court both at Jabalpur and Indore in their respective writ jurisdictions, DRT, DRAT at Calcutta and Delhi, Consumer Forums, FERA Board, CEGATT, Conducted Arbitration for NBFC'S Visva Bharati University and ONGC.

Profile of Cases Handled : Handled Litigation arising out of property Labour, Service, Promotion both State and Central Government, Dispute, Tenancy rights, Dispute with Municipal Corporation, Registration of Property, Recovery of moneys for non banking financial corporation.

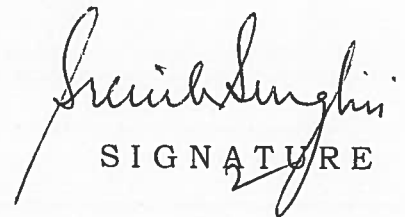


Corporate restructuring including merger and de-merger, Land Acquisition cases, Trade mark and Patent, Arbitration both Domestic and International, Matrimonial, Income Tax, Central Excise, Custom, Cases relating to workers under the labour laws, Writs cases relating to tenders, FERRA, FEMA.

Cases under the Negotiable Instrument Act, Handled the Purulia arms drops case on behalf of the Latvians.

1. ONGC Ltd.
2. Visva Bharti University.
3. Magma Fincorp Ltd.
4. HMP Group of Companies.
5. Otto India Ltd.
6. Ralli Wolf Ltd.
7. Rallifan Ltd.
8. Texmaco Rail & Engineering Ltd.
9. Paradeep Phosphates Ltd.
10. Britannia Industries Ltd.
11. Shrivastava Group of Co. Nagpur.
12. Rosenbluth International.
13. Bata India Ltd.
14. Kirloskar Brothers Ltd.
15. Purulia Cements Ltd.
16. Kanchan Oil and Industries Ltd.
17. Edible Oil Manufactures Association.
18. Coal India Managers Association of India.
19. Lufthansa Cargo.
20. Globe Travels Ltd.
21. Shree RSH Projects Ltd.

Date :

  
SIGNATURE



Office: 0343-254 5290  
Fax: 0343-254 7375  
E-mail: [registrar@admin.nitdgp.ac.in](mailto:registrar@admin.nitdgp.ac.in)

**NATIONAL INSTITUTE OF TECHNOLOGY ,DURGAPUR  
MAHATMA GANDHI AVENUE  
DURGAPUR-713 209.W.B.**

Col.(Retd.)P.S.Sandhu  
Registrar

Dated:December 19, 2014.

No. NITD/AUDIT/13\_14/151

To  
Shri Rajesh Singh Solanki  
Under Secretary (NITs),  
Government of India ,  
Ministry of Human Resource Development ,  
Department Of Higher Education, TS-III,  
Shastri Bhavan,  
New Delhi-110 001.

*Received  
26/12/2014*  
(सती मधुसूदनन)  
(SATHY MADHUSOODANAN)  
अनुभाग अधिकारी/Section Officer  
भारत सरकार/Govt. of India  
मा.सं.वि. मन्त्रालय/Min. of H.R.D.  
स्कूल शिक्षा और साक्षरता विभाग  
D/O School Education & Literacy

**Sub : Submission of Annual Reports and Audited Accounts  
for F.Y. 2013- 14 of NIT, Durgapur.**

Dear Shri Solanki,

In reference to the context mentioned above, please find attached 60 copies both in English and Hindi version, of the printed Annual Report and Audited Accounts for the F.Y. 2013-14 of our Institute for your kind perusal.

A line of confirmation acknowledging the receipt will be highly appreciated.

With regards.

Yours Sincerely,

Col. (Retd.) P.S.Sandhu

Encl: as above.

REGISTRAR  
National Institute of Technology  
Mahatma Gandhi Avenue  
Durgapur- 713209 (W.B.) INDIA