

F.No.41-6/2013-TS-III(Pt.)
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi
Dated: 11th July, 2017

To

The Directors of all NITs & IEST

Subject: Building & Works Committee (BW&C)/Finance Committee (FC)/Board of Governors (BoG) meetings of National Institutes of Technology - Notice & Agenda thereof.

Sir,

I am directed to refer to this Ministry's letter dated 9th February, 2016 (copy enclosed) and subsequent letter 3rd November, 2016 (copy enclosed) vide which this Ministry had issued instructions to be followed by the Institute regarding meeting of Finance Committee of the Institute concerned.

2. Despite repeated instruction, it has been observed that the agenda papers for meeting of B&WC/FC/BoG of various NITs are not received in time, despite clear instructions issued by this Ministry as well as provisions contained in the First Statutes. In some cases the agenda is received on the day of the meeting leaving little time for examination in the Ministry. In some others cases the agenda items are placed on the table during the course of the Ministry as Table Agenda/ Supplementary Agenda/Additional Agenda. Instances have also come to notice that where items with significant financial implication are placed for ratification without due process and due diligence having been exercised.

3. In view of the above, the following guidelines may be strictly followed while forwarding agenda of B&WC/FC/BoG meeting:

- (i) Fixing of meetings of FC/BoG/BW&C shall be done with prior consultation with Additional Secretary (TE), MHRD.
- (ii) The statutory provisions related to the matter mentioned above are reproduced below:

Statute No. 4(8): A written notice of every meeting shall be sent by the Registrar to every member at least fifteen days before the date of the meeting mentioning therein the place, date and time of the meeting provided that the Chairperson may call a special meeting of the Board at short notice to consider urgent issues.

K. Rajan

Statute No. 4(9): The Notice may be delivered either by hand or by registered post or Email or Fax, at the address of each member as recorded in the office of the Board and if so sent shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.

Statute No. 4(10): Agenda shall be circulated by the Registrar to all the members at least ten days before the meeting.

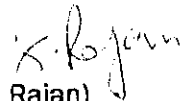
The above statutory provisions are for conducting meeting of BoG and should be followed in case of FC as per Statutes 10(5) and in case of BW&C as per Statutes 12(4).

(iii) No table agenda shall be permitted.

(iv) Every item of expenditure approved in the Building and Works Committee shall be brought to Finance Committee for appraisal and financial sanction. Any work can be placed before BoG for administrative sanction only after the approval in the Finance Committee.

4. This issued with the approval of the Competent Authority.

Yours faithfully,


(K. Rajan)

Under Secretary to the Government of India
Ph: 23385293

Copy to: (1) AS (TE) for kind information.

(2) JS&FA (MHRD) / Director (Finance) / US (IFD)