



સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌઘોગિકી સંસ્થા, સુરત  
સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌઘોગિકી સંસ્થાન, સુરત

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

(An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India)



C/FC(40)/ 53

Date: 02/04/2021

To,  
All the Members  
Finance Committee  
SVNIT, Surat

**SUB: Minutes of the 40<sup>th</sup> Meeting of the Finance Committee held on  
26/03/2021**

Sir/Madam,

Please find enclosed the Minutes of the 40<sup>th</sup> meeting of the Finance Committee for Sardar Vallabhbhai National Institute of Technology, Surat held on 26/03/2021 for your kind perusal and comments, if any.

The comments, if any, may please be sent back preferably so as to reach on or before 8<sup>th</sup> April 2021 for necessary corrections. In case no comments are received by 8<sup>th</sup> April 2021 necessary action will be initiated as per decision of the Finance Committee/ Board.

Encl.: As above

  
(Dr. Pramod Mathur)  
REGISTRAR &  
MEMBER - SECRETARY

Copy to:  
Director/ Dy. Director/ Registrar



**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT.**

**MINUTES**

*Minutes of 40<sup>th</sup> Finance Committee meeting of the of the Sardar Vallabhbhai National Institute of Technology, Surat held on Friday, 26<sup>th</sup> March, 2021 at 10:30 a.m. in the Conference Room of Sardar Vallabhbhai National Institute of Technology, Surat.*

1. **Dr. S.R. Gandhi** : Chairman  
Director, SVNIT, Surat
2. **Shri Madan Mohan** : Member  
ADG (HE), Ministry of Education  
Govt. of India, New Delhi  
(Present through VC/OAEM)
3. **Shri D. K. Singh** : Member  
Dy. Secretary (IFD), Ministry of Education  
Govt. of India, New Delhi  
(Present through VC/OAEM)
4. **Dr. R. A. Christian** : Member  
Professor, CED,  
SVNIT, Surat
5. **Dr. P. V. Bhale** : Member  
Associate Professor, MED  
SVNIT, Surat
6. **Dr. P. L. Patel** : Special Invitee  
Deputy Director, SVNIT Surat
7. **Dr. P.V. Timbadiya** : Special Invitee  
Prof. I/C. Finance & Accounts  
Asso. Prof., CED, SVNIT Surat
8. **Dr. Pramod Mathur** : Member Secretary  
Registrar, SVNIT, Surat

Dr. Gaurang R. Vesmawala, Associate Dean (Planning & Development) was invited to attend the meeting to present the matters related to the Estate & Store Section.

*G. Mathur*  
*2/4/2021*

At the outset, the Director and Chairman Finance Committee, Prof. S. R. Gandhi extended warm welcome to all the members present, particularly the representative from the Ministry of Education, Shri Madan Mohan, ADG (HE) and Shri D. K. Singh, Dy. Secretary (IFD), MoE, New Delhi and other Members/ Invitees. Thereafter, the Member Secretary was requested to go through the agenda items.

**Item 40.1:** To confirm the minutes of the 39<sup>th</sup> meeting of the Finance Committee held on 23/11/2020.

**Reso 40.1:** The committee was informed that, the Institute received comments from IFD of the Ministry vide email dated 9.12.2020 on resolution No 39.3, 39.11, 39.14 & 39.18 which are indicated in the Action Taken Report. The Comments received from IFD is reproduced below:

***Resolution No.39.3***

*Comments: Timeline of the proposed HEFA projects under Phase-I, Phase-II and Phase-III may be specified in the Minutes of the meeting.*

***Resolution No.39.11***

*Comments: In view of the provisions in Rule 133(2) of GFR, 2017, the Institute is required to indicate whether it is authorized to carry out civil and electrical works.*

***Resolution No.39.14***

*Comments: In civil works projects, contingency charges are normally kept at 3% and EPF plus ESI charges at 4.25%. However, under this proposal, contingency charges have been indicated @5% and EPF plus ESI charges @11.90%.*

*Reason(s) for such wide variation may be explained in the next FC meeting of the Institute.*

***Resolution No.39.18***

*Comments: After receipt of the Special Audit Report (SAR), the Institute may place in the FC/BoG, Action taken on each of the audit observations.*

After taking note of the above comments and compliance submitted by the Institute, the minutes were confirmed.

“Resolved to confirm the minutes of the 39<sup>th</sup> Meeting of the Finance Committee held on 23/11/2020 after incorporating comments of IFD.”

*Pranav  
27/4/2021*

**Item 40.2: To note and approve the action taken on the resolutions adopted by the Finance Committee in its 39<sup>th</sup> meeting held on 23/11/2020.**

**Reso 40.2:** While discussing, the action taken by the Institute on Resolution No. 39.11, it was informed by the Associate Dean (P&D) that as alternative to Rule no. 133(2) of GFR 2017, the Ministry or Department may award repair works estimated to cost above Rs.30.00 lakh and original works of any value to any Public Sector Undertaking set up by the Central or State Government to carry out civil or electrical works as per Rule No. 133(3)-(i). In line of this provision in GFR 2017 Rule-133(3)-(i), the institute has taken up the aforesaid work. The 33<sup>rd</sup> Finance Committee held on 15.6.2019 has already resolved to delegate the Building & Works Committee for execution of repair and maintenance, addition, alteration and execution of original/minor works estimated cost upto Rs. 50 lacs. This was in compliance to the advice of the Ministry vide letter F.No. 10-5/2019-TS.III dated 10<sup>th</sup> June 2019, to delegate the power to Building & Works Committee (BWC) for minor works and works pertaining to repair and maintenance within the quantum or expenditure approved by the BoG. It was also informed that at present the SVNIT Estate Section has one Executive Engineer (Civil), and 4 no. of Daily Rated Site Engineers (Civil & Electrical) etc. The Institute has effectively carried out the repairing works at its own level in the past. Further, the work for renovation of Old Library Building has already been undertaken by the institute at its own, the payment for additional work needs to be made.

The Ministry representative advised that as per GFR 2017 Rule 133 (2) the institute should assign repair works of estimated cost above Rs.30.00 lakhs and original/minor works of any value to the CPWD and should not take up the construction / repairing work at its own. If CPWD denies execution of works, then only the institute may approach appropriate competent authority for authorization to take up such work at Institute level in future [GFR Rule 133 (3)]. However, since the work has already been undertaken by the institute, the payment for additional works may be made.

“Resolved to note and approve the action taken on the resolutions adopted by the Finance Committee in its 39<sup>th</sup> meeting held on 23/11/2020.”

“Resolved to assign the original/minor works of value above 30.00 lakhs to the CPWD and in the event of non-availability of CPWD to undertake such works/ urgency of the such works, the work shall be executed by the construction wing of the Institute with due approval of Building & Works Committee / Finance Committee as the case may be.”

  
2/4/2021

**Item: 40.3 To note the adoption of Separate Audit Report (SAR) of the Comptroller and Auditor General of India on the Accounts of Sardar Vallabhbhai National Institute of Technology, Surat for the Financial year 2019-20 and to approve Annual Report of the institute for the year 2019-20.**

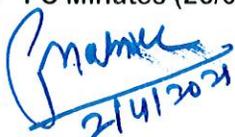
**Reso 40.3:** The Members were briefed that, the Institute has submitted its Annual Report (in English & Hindi) alongwith Audited Accounts of the Institute for the year 2019-20 to the Ministry of Education on 01.02.2021 for placing before both Houses of Parliament, which were laid on the following dates:

<b>2018-19</b>	Lok Sabha 13.2.2021	Rajya Sabha 18.03.2021
<b>2019-20</b>	Lok Sabha 17.2.2021	Rajya Sabha 20.03.2021

The Separate Audit Report (SAR) for the financial year 2019-20 was received from the Comptroller and Auditor General of India on the Institute. As desired by IFD, the para wise actions were annexed for information of members.

While discussing the para wise actions, the Ministry Representative raised the issue of showing the Advances paid to CPWD by the Institute as Expenditure in the Annual Accounts. He advised that, it should be shown as advance and be carried forward in the Balance Sheet. This may be treated as expenditure only after submission of the Bills by the CPWD. During discussion it was informed that, making such entry as advance may reflect differences in the physical balance with Bank and unspent GIA. After deliberations, the Ministry Representative advised that, Institute may take action in consultation with C&AG Officials for appropriate accounting procedure for such payments.

The progress of pending bank reconciliation for the period 2012 to 2017 was discussed at length. It was informed that the institute has assigned the task of preparing bank reconciliation of SBI Current account 10023050019 to one of the Chartered Accountants and they are facing many difficulties as the transactions are very old and it became difficult to find out all the relevant vouchers pertaining to those period. There is delay in receipt of Bank statement from State Bank of India of these years and they have to demand the same from their Head Office and later on they can convert them to excel file. Many Staffs working at that time who made most of the transactions either got retired or transferred, and there is no authorized person available who can explain about the old transactions. The Books of accounts were in hard copy and the reconciliation team have to work again for converting in excel format. The Bank Reconciliation process is matching of transaction in bank statement with bank book which is time consuming and was further delayed due to Covid-19 Pandemic. The reconciliation is now at its final stage and the institute needs to pass few corrective entries in the institute books to reconcile the Book Balance with Bank Balance as under:

A handwritten signature in blue ink, possibly reading 'S. Mahesh', with the date '2/4/2021' written below it.

- a. There are several debit and credit entries in Bank Statement for the period 1.4.2012 to 31.3.2020, however, such entries are not available in the institute accounts. Thus the institute needs to pass such adjustment entries in the Books to reconcile with Bank Balance.
- b. Similarly, there are several debit and credit entries in the Bank Book of the institute for the said period which have not been taken into the Bank Statement with State Bank of India, hence, the institute needs to reverse those entries to nullify the effect of those transactions.
- c. In addition, there are several entries in institute books which are partially recorded as compared to entries in the bank, which needs to match the figures with the bank statement, i.e., Fees received from students are there in bank statement but not fully recorded in bank book etc.

It was further informed that it is expected to complete the pending reconciliation by the end of current financial year. It was desired that permission be granted to make necessary reconciliation entries in the institute books of account as per advice of the Chartered Accountants. After deliberations,

“Resolved to note adoption of Separate Audit Report (SAR) of the Comptroller and Auditor General of India on the Accounts of Sardar Vallabhbai National Institute of Technology, Surat for the Financial year 2019-20 and placing of Annual Reports before both houses of parliament for the years 2018-19 & 2019-20.”

“Resolved to note the status of preparation of Bank Reconciliation Statement of State Bank of India current account no. 10023050019 and make suitable reconciliation entries in the institute books for reconciliation of the bank account as per the advice of the Chartered Accountants at the earliest.”

**Item 40.4**      **To ratify the action taken by the Director for placing work order for availing Human Resource Outsourcing Service to the Institute for 117 manpower for a period of one year (01.02.2021 to 31.01.2022) from M/s D. G. Nakrani under OH-31 at the total of Rs.3,86,51,017/- (Rupees Three Crore Eighty Six Lacs Fifty One Thousand Seventeen Only) including Taxes.”**

**Reso 40.4:**      The Members were briefed that, the administrative approval for tendering of hiring of Human Resource Outsourcing Service for 117 manpower to the Institute at the total cost of Rs.3,92,96,350/- (Rupees Three Crore Ninety Two Lacs Ninety Six Thousand Three hundred fifty Only) including Taxes for one year was approved by the Finance Committee & Board of Governors in its Meeting held on 23/11/2020. The FC/BOG also authorized the Director of the Institute to issue the work order after following the

*S. Kumar*  
21/4/2021

procedure as per GFR 2017. It was also informed that, as per GFR 2017 procedure, the work order has been placed through GeM portal by the Director for availing Human Resource Outsourcing Service to the Institute for 117 manpower for a period of one year (01.02.2021 to 31.01.2022) from M/s D. G. Nakrani under OH-31 at the total cost of Rs.3,86,51,017/- (Rupees Three Crore Eighty Six Lacs Fifty One Thousand Seventeen Only) including Taxes. The procedure followed by the Institute was recommended by the Purchase Committee of the Institute.

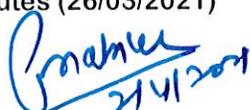
During discussion, the Director & Chairman of the Committee requested to grant permission to increase the manpower to 130 from 117, in view of the fact that after sanction of 117 manpower through outsource agency, 4-5 regular employees retired and services of some of the Institute Daily wagers were discontinued upon attaining the age of 60 years/ expired. The Ministry representative, informed the Institute not to engage manpower beyond the total sanctioned post of non teaching (325). Further, the Institute may approach the Ministry of increasing the sanctioned posts as per current students strength. It was informed that institute has already approached Ministry for enhancement of non-teaching post as per current student strength. After deliberation,

“Resolved to ratify the action taken by the Director for placing work order for availing Human Resource Outsourcing Service to the Institute for 117 manpower for a period of one year (01.02.2021 to 31.01.2022) from M/s D. G. Nakrani under OH-31 at the total of Rs.3,86,51,017/- (Rupees Three Crore Eighty Six Lacs Fifty One Thousand Seventeen Only) including Taxes.”

“Resolved to permit hiring of additional manpower through outsource agency subject to a ceiling of total sanctioned strength (325) including regular non-teaching employees, institute daily wagers & contractual (outsourced) staff.”

**Item: 40.5** **To consider and recommend to Board of Governors to approve the amount of consultancy fees for Consulting Services for various projects to be taken up in SVNIT Campus under HEFA met out of the Contingency Component of preliminary estimate submitted by CPWD.**

**Reso. 40.5:** The procedure followed by the Institute for appointment of Architects/ consultant in the past was discussed. Earlier the matter for appointment of the Architects was discussed in the B&WC Meetings. However, the Ministry representative emphasized that the appointment of Architects/ consultant be as per provisions of GFR 2017. It was informed to the Members that the Architect fees for the HEFA Funded Projects be met from the contingency amount of the project, and CPWD be requested to pay/ reimburse the same to the institute. Earlier the matter was also placed before BWC/FC from time to time. After deliberations, it was agreed to pay

  
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the consultancy fees upto Rs.50.00 lakh for projects mentioned at Sr. 2, 3, 4, 6, 7, 8, 9 & 10 as mentioned below from the contingency amount of the Projects. The Architect Fees for projects mentioned at sl no 1 be met from the contingency amount of the projects and CPWD be requested to process the same in future.

Sr. No.	Name of Architect	Name of Projects	Consultancy Charges (Rs. per Smt.) Excl. GST	Approx. Built-up Area (Smt.)	Total Amount of Architect Fee Incl. GST (In Rs.)	Details of Approval
1	M/s. V-Create, Surat	Administrative Building	650.00	7969	61,12,223.00	Reso.: 3 of 65 <sup>th</sup> meeting of Building & Works Committee held on 16/02/2020
2	M/s. Pavan Infratech, Surat	Staff Quarters (Type-III)	175.00	10332	21,33,558.00	
3	M/s. De Sign Studio inc., Surat	Common Facility Complex	58.00	859	58,790.00	
4	M/s. Keen Architect, Mehsana	Two Lecturer Hall Complex	(1) 325.00 (2) 325.00 for 50% of built up area for second Lecturer Hall Complex	2645 2645	15,21,537.00	
5	M/s. Mitimitra Consultants, Pune	Mega Mess	700.00	6750	55,75,500.00	
6	CPWD	Boys' Hostel (EWS)	-	9600	0.00	-
7	Civil Engineering Department	Advance Earthquake Lab	-	853	0.00	
8	M/s. Pavan Infratech, Surat	Staff Quarters (Type-IV)	175.00 for 50% of built up area for Staff Quarters (Type-IV)	14718	15,19,634.00	Submitted note no. Estate/351/2019-20, Dt.27/01/2020
9	M/s. De. Sign Studio Inc., Surat	Health Centre	58.00	880	60,227.00	
10	M/s. Mitimitra Consultants, Pune	Sports Facility Complex	*	1630	0.00	
11	CPWD	New 600 Seater Boy's Hostel		14464	0.00	
<b>Total Rs.</b>					<b>16981469.00</b>	

“Resolved to to pay the Architect fees upto Rs.50.00 lakh for projects mentioned at Sr. 2, 3, 4, 6, 7, 8, 9 & 10 from the contingency amount of the projects.”

*Pranav*  
27/1/2021

“Further resolved to request the CPWD to process the payment of Architect Fees for projects mentioned at sl no 1 from contingency amount of the projects.”

“Further resolved to pay the Architect fee mentioned at sl. No . 5 above for the work taken till date as full and final payment which will be undertaken in Phase-III. The total amount payable to the Architect for this project should not be more than Rupees Twenty Five lakhs.”

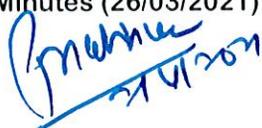
**Item 40.6:** **To consider and recommend to the Board to approve the purchase of Laptop -- 180 Nos. for the faculty members and eligible officers of the Institute from M/s. Earth Syscom Pvt. Ltd., Ahmedabad at the total cost of Rs. 1,36,14,732/- (Rupees One Crore Thirty Six Lacs Fourteen Thousand Seven Hundred Thirty Two only) with warranty of 3 years and including of all taxes with other terms and conditions under OH 35.**

**Reso40.6:** “Resolved to recommend to the Board to approve the purchase of Laptop -- 180 Nos. for the faculty members and eligible officers of the Institute from M/s. Earth Syscom Pvt. Ltd., Ahmedabad at the total cost of Rs. 1,36,14,732/- (Rupees One Crore Thirty Six Lacs Fourteen Thousand Seven Hundred Thirty Two only) with warranty of 3 years and including of all taxes with other terms and conditions. The expenditure be made under OH 35”.

“Further resolved to recommend the Board to confirm the minutes/ resolution in the present meeting so that the work order be placed.”

**Item 40.7:** **To consider proposal for token of appreciation to regular staff members, alive retired staff, external members of various Committee of the institute on the occasion of Diamond Jubilee Celebrations of the Sardar Vallabhbhai National Institute of Technology, Surat.**

**Reso40.7:** The Committee was briefed that, the Institute is celebrating its Diamond Jubilee Year from Jan. 2021 to Dec. 2021. During Diamond Jubilee Celebrations, several academic, research and development activities are planned during 2021. To motivate the employees, it was proposed to present a memento of appropriate value to staff members and external members of various Committee of the institute. It was proposed that the expenditure for the same may be met from the IRG of the Institute. The Ministry representative was of the view that as per the present financial position of the institute, it is not advised to spend more on this account. However, the institute can explore alternate ways to motivate the employees by providing suitable certificates/ memento and avoid presenting silver/gold coin. After deliberation it was resolved to withdraw the item.

  
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**Item 40.8: To consider and recommend to the Board to approve the purchase of subscription of online resources for Library of the Institute.**

**Reso40.8:** It was briefed to the Members that, as per GFR 2017 Rule 143, books, publications, periodicals etc. for a library are excluded from procurement of goods and services, but as the amount of renewal of subscription of online resources Elsevier Science Direct Eight Subject Collection [i.e. (1) Engineering (2) Computer Science (3) Chemical Engineering (4) Mathematics (5) Physics (6) Energy (7) Environmental Science (8) Material Science] alongwith subscription Institute will get perpetual access to 33 core journals for 2021) for the period January 2021 to December 2021 is more than 50.00 lacs., the matter is placed before the Finance Committee for approval. The price has been negotiated through e-ShodhSindhu consortium. After deliberation it was;

“Resolved to recommend to the Board to approve the renewal of subscription of online resources Elsevier Science Direct Eight Subject Collection [i.e. (1) Engineering (2) Computer Science (3) Chemical Engineering (4) Mathematics (5) Physics (6) Energy (7) Environmental Science (8) Material Science) alongwith subscription Institute will get perpetual access to 33 core journals for 2021] for the period January 2021 to December 2021 through publisher at a cost of US\$1,74,946.00 (US Dollar One Lac Seventy Four Thousand Nine Hundred Forty Six only). The rates agreed by e-ShodhSindhu. The approximate cost of the same is Rs.1,25,96,112.00 (Rupees One Crore Twenty Five Lacs Ninety Six Thousand One Hundred Twelve only) in Indian currency. The expenditure be met from OH-31.

**Item: 40.9 To consider and recommend to the Board for option of a faculty for transferring decided portion of the amount in the Professional Update Fund (PUF) generated from Consultancy Projects into the Alumni Fund, SVNIT or Endowment Fund, SVNIT, Surat; after taking due approval of R & C Board.**

**Reso 40.9:** The matter was deliberated at length wherein, the Ministry representative desired that complete details of Endowment Fund/ Alumni Fund and its usage guidelines to be placed before the Finance Committee. The source of income for Alumni Fund is also to be provided.

“Resolved to withdraw the item and be placed again in FC/BOG with complete guidelines for utilization of Endowment Fund/ Alumni Fund.”

  
21/4/2021

**Item 40.10:** To note the status of inquiry against import of 500 nos. Desktop PCs (400 for SVNIT, Surat and 100 for IIIT Surat) from M/s CPS Technologies Pvt. Ltd., Surat

**Reso40.10:** The Committee was informed that, the Assistant Commissioner vide letter no F.No.XIV/156/2019 in December 2020 informed that “M/s SVNIT has imported the subject consignment on High Sea Sale basis from CPS Technologies and there is no liabilities of IGST/CGST on any goods purchased on High Sea Sale basis. As regards to leviability of IGST/CGST on imports, the findings of the concerned Customs Commissionerate (Ahmedabad Customs Commissionerate) has already been communicated vide this office letter of even No. dtd. 20.10.2020”. Accordingly, the bank guarantee of M/s CPS Technologies was released after obtaining an affidavit from the supplier to settle the tax liabilities, if any for the said purchase in future.

“Resolved to note the status of inquiry against import of 500 nos. Desktop PCs (400 for SVNIT, Surat and 100 for IIIT Surat) from M/s CPS Technologies Pvt. Ltd., Surat.”

**Item 40.11: Item from Chair**

**Item 40.11.1:** To consider and recommend to Board of Governors to grant administrative approval for procurement of 297 Nos. of Desktop PCs for various Departments/ Sections.

**Reso:40.11.1** “Resolved to defer the item and be placed again in next meeting of FC/BoG as a regular agenda.”

The meeting ended with vote of thanks to the Chair.

  
MEMBER SECRETARY  
FINANCE COMMITTEE  
SVNIT, SURAT

  
CHAIRMAN  
FINANCE COMMITTEE  
SVNIT, SURAT

  
की पुष्टि  
CONFIRMED