

**National Institute of Open Schooling
A-24/25, Institutional Area
Sector -62, Noida**

Minutes of the 44th Meeting of the Finance Committee held on 30th May 2011 at 11.00 A.M. in the Chamber of the Chairman, NIOS of the National Institute of Open Schooling, A-24/25, Institutional Area, Sector -62 Noida.

1. The following members were present:-

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| 1. | Dr. S. S. Jena, Chairman, NIOS | Chairman |
| 2. | Sh. K. Mathivanan, Director
(Representative of Jt. Secy (SE), MHRD) | Member |
| 3. | Prof. Puran Chand, Former Jt. Director, CIET, NCERT | Member |
| 4. | Sh. R. K. Bhatia, Dy. Controller of Accounts (Retd.), Delhi Govt. | Member |
| 5. | Dr. K.P. Wasnik, Director (Vocational)/SSS, NIOS | Member |
| 6. | Dr. Kuldeep Aggarwal, Director (Academic), NIOS | Member |
| 7. | Sh. C. Dharuman, Director (Evaluation)/ Secretary, NIOS | Member Secretary |

Sh. S. K. Ray, AS & FA, MHRD, Sh. L. Gurumuthry, Director, ICWAI could not attend the meeting. Sh. S.K. Tanwar, Dy. Director (Admn.) and Smt. Neelam Gautam, Deputy Director (Accounts) were also present to assist the Committee.

2. The Chairman, NIOS welcomed the Finance Committee members and with the permission of the Chair, the Secretary, NIOS took up the agenda items.

2.1.1 Item 44.1(a): To confirm the Minutes of the 43rd Finance Committee meeting held on 19th January 2011.

The Minutes of the 43rd Finance Committee held on 19th January, 2011 were sent to the Members for their comments. Since no comments were received, the Minutes of the meeting were confirmed.

2.1.2 Item 44.1(b): To report the action taken on the minutes of the 43rd meeting of the Finance Committee.

The Chairman informed that while taking action on the implementation of the Minutes of Agenda Item 2.1.1, a modification has done i.e. "if any State Open School is not charging any fees from the students, NIOS will also not charge any royalty/copy right from them". With above modification, Member took note of the action taken on the Minutes of 43rd meeting of Finance Committee.



2.2 Item 44.2: To consider and approve the Annual Accounts of NIOS Society for the year 2010-11 before sending it to DGACR for certification.

The highlights of Annual Accounts 2010-11 were brought to the notice of all the Members. The receipts for 2010-11 were raised to RS. 99.07 crore from Rs. 89.36 crore as compared to previous year i.e. 2009-10, which is about 10.87% increase. Total expenses incurred from NIOS own generated income were Rs. 71.97 crores during the year as against Rs. 69.72 crore in the previous year which is increase of about 3.23%. The excess income over expenditure in the year 2010-11 came to Rs. 27.08 crore as against Rs. 19.61 crore in the previous year. NIOS had received a grant in aid under Plan Budget from MHRD, of Rs. 14.64 crores and an amount of Rs. 8.19 crore were utilized out of the grant available to NIOS. An amount of Rs. 6.45 crore were lying unspent after utilizing Plan expenditure which would be utilised in the next financial year i.e. 2010-11 with the approval of MHRD. The Members took note of the highlight of Annual Account 2010-11 and thereafter approved the Annual Accounts for its further approval from Executive Board of NIOS.

2.3 Item 44.3: To consider and approve the revision of sitting allowance to outside Experts and Members of various committee.

It was informed to the Members that other sister organisation i.e. IGNOU, and NCERT etc. have been paying higher rate of sitting allowance to the members in their meeting. NIOS is located at Noida where commuting time is considerably higher than other places, Members agreed for revision of sitting allowance for experts and members of various committees which are as follows:-

		Present		Proposed
1	Subject Committee and other Meetings	Rs. 600/- Per member meeting + Conveyance		Rs. 1000/- + conveyance
2(i)	High Power Committee as decided by C.M., NIOS.	Rs. 1000/- Per member + Conveyance		Rs. 1500/- + conveyance
(ii)	Academic Council, Evaluation Committee, Establishment Committee, Finance Committee, Executive Board, General Body, Selection Committee and DPC.	Rs. 1000/- Per member + Conveyance		Rs. 1500/- + conveyance

6

2.4 Item 44.4: To consider and approve the additional reimbursement of Medical expenses for chronic and other prolonged disease under Outdoor Medical Treatment Scheme.

It was informed that at present, an amount of Rs. 1200/- per month is being paid quarterly on submission of a certificate by the eligible employees of NIOS. It is at par with the reimbursement amount made by CBSE and as approved by the Executive Board of NIOS.

NIOS has been following Medical reimbursement limit in case of outdoor treatment as decided by CBSE from time to time. But additional reimbursement facilities for chronic and prolonged disease which are being paid in CBSE have not been implemented in NIOS so far. Considering hardship faced by the employees, the expenses including consultancy of Chronic disease such as Cardiac, Cancer, Tubercular diseases, Diabetes, Thyroid, Anti Rabies etc Dental treatment and other prolonged diseases not requiring hospitalization are also to be reimbursed to NIOS employees.

The Finance Committee approved the additional Medical reimbursement of Medical expenses incurred towards treatment of Chronic, Dental and prolonged disease as listed under Medical Attendant Rules of Govt. of India for Central Govt. Employees under Outdoor Medical Benefit Scheme in the hospitals approved in the NIOS Medical Benefit Scheme.

2.5 Item 44.5: To consider and approve the revision of salaries of various categories of contractual staff.

The Finance committee while taking note of the overall increase in the cost of living has approved the pay hike of contractual staff as given below:-

S.No.	Designation	Existing Monthly Salary	Existing Per-diem Salary	Proposed Salary	Proposed Per-diem Salary
1(a).	Sr. Executive Officer	Rs. 17,000/-	Rs.800/-	Rs. 21,000/-	Rs. 1,000/-
1(b).	Sr. Executive Officer (Professor Level)	-----	Rs.900/-	-----	Rs. 1,500/-
2.	Executive Officer	Rs. 15,000/-	Rs.700/-	Rs. 18,000/-	Rs. 900/-
3.	Executive Assistant	Rs. 11,000/-	Rs.500/-	Rs. 13,000/-	Rs. 650/-
4.	Office Assistant	Rs. 10,000/-	Rs.450/-	Rs. 12,000/-	Rs. 600/-
5.	Pump Operator/ Generator Operator	Rs. 10,000/-	Rs.450/-	Rs. 12,000/-	Rs. 600/-
6.	Mali	Rs. 8,000/-	-----	Rs. 10,000/-	

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It was also decided that one day leave for every completed month of service will also be allowed to contractual employees.

- 2.6 **Item 44.6:** To consider and approve the revised rates for hiring of various categories of artists/professionals and production facilities at NIOS HQ.

After lengthy deliberations the Finance committee has suggested certain Modifications in the rates proposed in the agenda item which are annexed at Annexure -A.

- 2.7 **Item 44.7:** To consider and approve the rates for hiring out of existing Recording Studio facilities to outside agencies.

The Finance committee approved the rates for hiring out of existing Recording Studio facilities to outside agencies which are as follows:-

S.No.	Particular	Proposed Rates
1.	Studio with 2 Camera setup	Rs. 35000/- per Shift (with staff)
		Rs. 20000/- (without staff)
		Rs. 45000/- with staff on holidays & weekends.

- 2.8 **Item 44.8:** To consider and approve an additional amount of Rs. 13.00 lakhs for Recording Studio in the Media Unit.

The Finance Committee approved the additional expenditure amounting to Rs. 13.00 lakh for making functional Recording Studio at Media Department at NIOS Head Quarter.

- 2.9 **Item 44.9:** To consider and approve the MOU to be signed between National Institute of Open Schooling (NIOS) and Ashok Institute of Hospitality and Tourism Management (AIH&TM).

The Members appreciated the signing of MOU with the Ashok Institute of Hospitality and Tourism Management (AIH&TM) a Unit of ITDC, a Govt. of India Undertaking for starting five skill development courses in the Tourism and Hospitality Sector and hope that there would be great demand for these courses.

1. The course wise fee structure, eligibility and duration of courses are as follows:



S. No.	Course Title	Fee structure (per Month)	Total Fee for the year	Eligibility	Duration of course
1)	Certificate/Diploma Course in Food Productions and Management	Rs. 5000/-	60,000	10 th Pass	1 Year
2)	Certificate/Diploma Course in Food and Beverage Operations	Rs. 3,000/-	36,000	10 th Pass	1 Year
3)	Certificate/Diploma Course in Housekeeping and Maintenance.	Rs. 3,000/-	36,000	08 th Pass	1 Year
4)	Certificate/Diploma Course in Front Office Operations.	Rs. 3,000/-	36,000	10 th Pass	1 Year
5)	Certificate/Diploma Course in Bakery and Confectionary.	Rs. 5,000/-	60,000	08 th Pass	1 Year

2. The ITDC and NIOS will jointly award Diploma/Certificates in Hospitality course to the students under this programme, delivered through infrastructure created/ provided by ITDC.

3. The Course fee will be shared by NIOS and AIHTM, as per the following ratio:

NIOS 10 %
AIH & TM 90 %

4. The 100% examination fee will be retained by the NIOS for the conduct of the examination viz- planing, conduct of the examination and certification thereafter etc.

Finance Committee approved the proposed fee structure and modalities to offer the programme with the AIH&TM under ITDC, Govt. of India Enterprises.

2.10 Item 44.10: To consider and approve the conduct of written and skill test by EdCIL for appointing 34 Junior Assistants and 3 stenographers.

The Finance Committee approved the revised proposal for conducting written and skill test by EdCIL for appointing 34 Junior Assistant and 3 Stenographer at a total cost of Rs. 21,10,137/-.

2.11 Item 44.11: To consider and approve the revise terms of reference and scope of study to conduct of work study by National Productivity Council for re-structuring of Manpower requirement of NIOS for present and for future expansion.

It was informed to the members that as suggested by the 42nd Finance Committee meeting revised terms of reference and scope of study to conduct of work study by National Productivity Council for restructuring of manpower requirement by NIOS for present and for future expansion were finalized. After deliberations, the Finance Committee approved the revised proposal of Rs. 29.60 lakhs in addition to cost of to and fro local travel and travel, boarding and lodging for outside visit of the consultants as submitted by the National Productivity Council.



- 2.12 **Item 44.12:** To consider and approve the reimbursement of Medical treatment taken by Sh. Anil Kumar, Deputy Director, NIOS in respect of his father as an outdoor patient.

Considering that the Finance Committee has approval for additional reimbursement of Medical expenses for chronic and prolonged disease under outdoor Medical Treatment Scheme of NIOS, the Finance Committee approved the reimbursement of Medical treatment taken by Sh. Anil Kumar in respect of his father as an outdoor patient as a special case, limited to the rates prescribed by the CGHS..

- 2.13 **Item 44.13:** To consider and approve the proposal for rationalization of Expenditure Head under Plan Budget.

It was informed to the members that rationalization of expenditure head under Plan Budget were done in the Finance Committee meeting held last year (2010-11). Since then many new activities were added which necessitated further rationalization of expenditure head under Plan Budget. The Finance Committee after consideration has approved the rationalization of expenditure head under Plan budget which is annexed at Annexure- B.

- 2.14 **Item 44.14:** To consider and approve the budget for development of course material for Diploma in Elementary Education (D.El.Ed.)

It was informed by the Chairman, NIOS that during the meeting with Secretary, School Education, MHRD, it was entrusted on NIOS to explore possibility of designing a suitable teacher training programme for training of untrained teacher at the elementary level using distance mode. Consequently NIOS has took initiative to develop and implement an elementary teacher programme through open and distance mode for in-service untrained teachers and Govt. of Jharkhand and West Bengal have already expressed its interest to collaborate with NIOS for training of untrained teachers to meet the requirement under RTE. After deliberation the members unanimously approved the following :-

1. Rate for different activities in connection with development of course material for diploma in Elementary Education.

Sl.	Item	Rate (Rs.) proposed	Rate (Rs.) approved by Finance Committee
1	Sitting Allowance for Workshops in course development	1000/-	1,000/-
2	Lesson/unit writing per lesson	6000/-	5,000/-
3	Editing (Content) of each unit/lesson	1500/-	1,000/-
4	Editing (Language) of each unit/lesson	1500/-	1,000/-
5	Translation of each unit/lesson	2000/-	2,000/-

b

2. Budget amount of Rs. 1,90,12,200/- for course development both self learning material and audio/video material and printing of course material .
3. An amount of Rs. 20,54,000/- for hiring of one Senior Consultant on a maximum remuneration of Rs. 37,500/- per month three Sr. Executive Officer, two Assistant and one Peon and expenses on work station including infrastructure like computer, table, chair etc.

2.15 Item 44.15: To report the revision of remuneration for Inquiry Officer for conducting inquiries under CCS (CCA) Rules, 1965.

† The Finance Committee took note of the revision of remuneration for Inquiry Officer for conducting inquiries under CCS (CCA) Rules 1965 as given below:-

Sl. No.	Status of Officers	Revised Remuneration when inquiry is conducted under CCS (CCA) Rules, 1965 and report is submitted within 6 months
1	Inquiry Authority (Retd.)	Rs. 20,000/- (per case)
2	Inquiry Authority (Serving)	Rs. 6,000/- (per case)
3	Presenting Officer	Rs. 3,000/- (per case)

2.16 Item 44.16: To report the Status of demand of Income Tax.

The Finance Committee was apprised of the latest developments in the Income Tax matter. NIOS had filed its appeal in the Income Tax Appellate Tribunal, New Delhi against demand of Tax in respect of Assessment Year 2006-07 and 2007-08. The tribunal has set aside the Assessment orders issued by Income Tax Department for these years and sent-back the cases to Assessing Officer for reassessment as a fresh case. NIOS also filed its appeal with Commissioner of Income Tax (Appeals) against demand of Tax in respect of Assessment Year 2008-09. The proceedings in the case are in progress. Now all our bank accounts have been deattached and are free from any recovery proceedings.

† Finance committee took note of the status of demand of Income Tax as informed above.

2.17 Item 44.17: To report the Plan Fund allocation for the year 2011-12.


It was informed that the Ministry of HRD, Govt. of India has allocated Rs. 3.00 crore as Plan Grant for the year 2011-12 against our requirement of Rs. 18.00 crore. An amount of Rs. 6.45 crore is available as unspent amount out of grant received for the year 2010-2011. Therefore, an amount of Rs. 9.45 crore is available with NIOS after including unspent grant of previous years. A request has already been sent to Ministry of

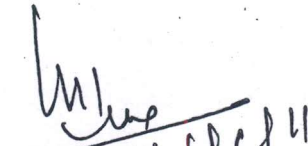


HRD for allowing to carry forward the unspent amount i.e. Rs. 6.45 crore for utilization in the current financial year. A request has already been made to grant additional funds so that requirement of Rs. 18.00 crore for the year 2011-12 could be met for Plan Expenditure. Re allocation of Plan Budget will further be taken up at the time of Revised Budget Estimate (RE) in the month of August/September 2011

The Finance Committee took note of the Plan Fund allocation for the year 2011-12.

The meeting ended with the vote of thanks to the Chair.


(C. Dharuman)
Secretary


(S. S. Jena)
Chairman

Expenditure heads under PLAN Budget

Sl. No.	Heads	Existing activities/Expenditure
1	Academic Programmes (Plan) (Development of Study Material) and allied activities	<ul style="list-style-type: none"> • Preparation & Development of material for new subject for Sec/Sr. Secondary courses. • Revision of course material for Sec. and Sr. Secondary. • Preparation/Revision/Translation of book in Urdu and other Regional medium for Sec./Sr. Secondary. • Resource support for Open Basic Education Programme. • Development of new course material under Open Basic Education. • Advocacy through publication of Journal, Magazine and News bulletin & other Publication(excluding Paper and Printing expenses)
2	Vocational Education Programme-	<ul style="list-style-type: none"> • Development of new vocational courses • Revision of existing vocational courses • Translation of existing courses in Hindi, Urdu and other regional languages. • Accreditation of new AVIS • Other activities for promotion of Open Vocational Programme. • Promotion for linking of Madrasa with NIOS under Area Intensive Programme and Modernization of Madrasa Scheme. • Hunar Programme
3	Media	<ul style="list-style-type: none"> • Development of new Audio and Video Programmes. • Production of capsules for telecast on DD-I and Gyan Darshan Channel • Broadcast/Telecast of Audio and Video Programmes • Setting up of Studio at NIOS Campus NOIDA .
4	Student Support Services	<ul style="list-style-type: none"> • Setting up of new Regional Centres/Sub Regional Centres. • Infrastructure Development of Regional Centres.
5	Infrastructure Development for Student Assessment	<ul style="list-style-type: none"> • Infrastructure expenses on On Demand examination and On Line admission in Regional Centres. • Updation of On Demand software, infrastructure

		<p>for Examination Centres at Regional Centres.</p> <ul style="list-style-type: none"> • Updation of any other software for organization examination
6	National Consortium of Open Schooling (NCOS)	<ul style="list-style-type: none"> • National/Regional meetings on Promotion of Open Schooling in States • National Database for open schools. • Other activities under NCOS
7	Research and Development	Expenditure on Research related activities will be booked under this head.
8	Technical and Professional Support for Developing Open Schooling	<ul style="list-style-type: none"> • Financial and other Resource Support to States for setting up of State Open Schools (SOSs) and up scaling of Open Schooling Programmes.
9	Advertisement & Publicity	<ul style="list-style-type: none"> • Announcement of admission for academic and vocational courses through the print and electronic media. • Press conference regarding admission/examination and other promotional programmes for Open Learning Scheme. • Participation in Book Fairs/Exhibitions etc.
10	Capacity Building Activities	<ul style="list-style-type: none"> • Training of Open Schooling functionaries from India and other developing countries. • Annual Orientations Programmes for coordinators and Academic Facilitators. • Expenses on training of NIOS staff and other functionaries related to open schooling system. • Conference and seminars to strengthen open schooling system
11	Library & Library related equipments	<ul style="list-style-type: none"> • Strengthening of NIOS Library by procurement of Books and CD etc. • Establishment of Library at Regional Centres • Procurement of Library related furniture & equipments.
12	Computer (Information & Communication Tech.)	<ul style="list-style-type: none"> • Procurement of new Computers for Head Quarter and all Regional Centres. • Development of software related to online

		<p>registration of students.</p> <ul style="list-style-type: none">• Expenses on LAN and internet lease line• Establishment of ICT Labs at the HQ & Regional Centres.
13	Land and Building, Equipment and Furniture	<ul style="list-style-type: none">• Civil work, Electrical Substation works, consultancy fee of SPA, consultancy fee to M/s ITI Ltd. Lift work and other work related to new Campus at NOIDA.• Furnishing of NIOS Building & Interior work .• Infrastructure Development

