

**Fourteenth Meeting
Finance Committee
National Institute of Technology, Uttarakhand**

**Date : 08th May 2018
Time : 10.30 AM
Venue : NIT Transit House**

Agenda

Item No.	Items	Page No
FC 14.01	To confirm the Minutes of the 13 th Meeting of Finance Committee	
FC 14.02	Action Taken Report	
FC 14.03	Approval regarding reimbursement in respect of Newspapers purchased/supplied to officers at their residence	
FC 14.04	Approval for purchase/reimbursement of Briefcase/Office Bag/Ladies purse	
FC 14.05	Approval for Telephone Facility to Faculty and Officer of the Institute	
FC 14.06	Regarding Medical Facility to the employees of NIT, Uttarakhand	
FC 14.07	Regarding procurement of Institute Vehicles	
FC 14.08	Approval regarding fee for summer/winter term payable by the Student	
FC 14.09	Approval regarding delegation of Financial powers.	
FC 14.10	To Confirm the minutes of Fifth BWC	
FC 14.11	Any other item with the permission of chair	


Registrar

FC 14.01: To confirm the Minutes of the 13th Meeting of Finance Committee.

Minutes of the 13th meeting of Finance Committee, duly approved by the Chairman were circulated vide email dated 7th March 2018 with the request to confirm if they have been recorded correctly or need modification(s) if any. The comments/suggestions were received from MHRD nominee and Shri. Anil Kumar, Director IFD, accordingly, modified minutes of the 13th Meeting of Finance Committee, duly incorporating the changes suggested by the members is placed as **Annexure FC 14.01**.

Finance Committee is requested to confirm the same.

FC 14.02: Action Taken Report.

The Action Taken Report is as below:

Agenda Item No.	Agenda Item	Action Taken
FC 13.01	To confirm the Minutes of the 12 th Meeting of Finance Committee	Noted & Implemented
FC 13.02	Actions Taken Report	Noted & Implemented
FC 13.03	Purchase of Workstation and Desktop Computers through GeM.	In process
FC 13.04	Procurement and installation of Pre-Fabricated Sewage Treatment Plant.	Placed before BWC
FC 13.05	Professional Development Fund for the Trainee Teachers	Noted & Implemented
FC 13.06 (a)	Approval for Memorandum of Understanding with Ministry of Human Resource Development	Noted & Implemented
FC 13.06 (b)	Approval of Fee structure for B.Tech & M.Tech programme for the academic year 2018-19.	Noted & Implemented
FC 13.06 (c)	Permission regarding collaboration with Siemens for establishment of " Centre of Excellence for skill Development Initiative for Industry" at NIT Uttarakhand	In process



FC 14.03 Approval regarding reimbursement in respect of Newspapers purchased/supplied to officers at their residence.

With reference to OM no. 25(12)/E.Coord/2018 dated 03.04.2018, Copy of which is enclosed as **Annexure FC 14.02**, monthly reimbursement of newspaper on production on newspaper bills is permitted at the rates mentioned below based on the certification given by the entitled officers:

S. No.	Level of Officers	Reimbursement to be made per month (in ₹)
1.	Secretary/Secretary equivalent	As per actuals
2.	Additional Secretary/ Additional Secretary equivalent	₹1,100/-
3.	Joint Secretary/ Joint Secretary equivalent	₹850/-
4.	Director/ Deputy Secretary/ Under Secretary/ Section Officer or equivalent	₹500/-

In addition to above the Finance Committee is requested to consider reimbursement of ₹200/- to Group B and C employees of the Institute as a welfare measure.

The total annual financial impact on the implementation of the above proposal will be approximately ₹4,10,000.

Finance Committee is requested to approve monthly reimbursement for the same to the Faculty and Officers as per the ceiling mentioned above.

FC 14.04 Approval for purchase/reimbursement of Briefcase/Office Bag/Ladies purse.

As per Ministry of Finance, Department of Investment and Public Asset Management Circular No. F No. 25/3/2017-G Admin dated 20.07.2017 Copy of which is mentioned OM is enclosed as **Annexure FC 14.03**, Briefcase/Office Bag/Ladies purse are provided to the officers/officials of the Department once in three years from the date of issue of earlier one. Till date no such facility was extended to the employees of NIT, Uttarakhand.

Finance Committee is requested to approve implementation of the said provisions to the officers/officials of the Institute as per the following monetary ceiling as revised by Ministry of Finance in the said OM:

Sr. No.	Level of Officer/Official	Monetary Ceiling (in ₹)		Period
		Existing (in ₹)	Revised (in ₹)	
1.	Secretary/Spl Secretary/ or equivalent	7,000/-	10,000/-	Once in 3 years
2.	Addl Secretary or equivalent	6,000/-	8,000/-	-do-
3.	Joint Secretary and equivalent	5,000/-	6,500/-	-do-
4.	Director/Deputy Secretary/PSO/ Sr PPS or equivalent	4,000/-	5,000/-	-do-
5.	Under Secretary/PPS or equivalent	3,000/-	4,000/-	-do-
6.	Section Officer/PS or equivalent	2,400/-	4,000/-	-do-
7.	Assistant/PA or equivalent	2,000/-	3,500/-	-do-

The total financial impact, on implementation of the above proposal will be approximately ₹ 4,86,000/-, once in three years.

Finance Committee is requested to approve the above proposal.

FC 14.05 Approval for Telephone Facility to Faculty and Officer of the Institute.

As per FC 03.13 the telephone facility was extended to the Faculty and Officers of the Institute as per GoI norms. Provision of telephone facility and reimbursement to officers have been reviewed revised by Ministry of Finance vide OM No. F.No. 24(3)/E.Coord/2018 dated 26.03.2018, Copy of mentioned OM is enclosed as **Annexure FC 14.04,**

The total annual financial impact on the implementation of the above proposal will be approximately ₹ 5,43,600/-.

Finance Committee is requested to approve implementation of the said provisions to the officers/officials of the Institute.

FC 14.06 Regarding rates of subscription under Central Government Health Scheme (CGHS) for the Employees of NIT, Uttarakhand.

As resolved in Finance Committee vide FC04.10, CGHS monthly subscription is being deducted from the salary of the Institute employees. However, Srinagar (Garhwal) is not CGHS covered city and therefore benefits of CGHS could not be made available to the employees of the Institute. No CGHS Card(s) was ever issued to the employees of the Institute.

Copy of Ministry of Health and Family Welfare OM No. S 11012/3/2011-CGHS(P) dated 29/12/2011 enclosed as **Annexure FC 14.05.** As per para (A) 13 of the stated OM CGHS card for employees of the autonomous bodies attached to the Ministries will be issued only if the employee is residing within the CGHS covered areas.

It is proposed to stop the monthly deductions being done from the salary of the Institute employees, as also the monthly contributions already made by the employees of the Institute in the past, be reimbursed back to the employees.

Therefore, Finance Committee is requested to approve the above proposal.

FC 14.07 Approval regarding procurement of Official Vehicles for the Institute.

The Institute is located in the remote area in a hilly terrain where commuting is only possible through road network. The Institute is in dire need to have 2-3 light vehicles and 3-4 Buses to be used on daily basis for students, staff and visiting dignitaries. Presently Institute is hiring the required number of vehicles and buses, which proves to be uneconomical in long run.

The previous year annual expenditure on hiring of two light vehicles was ₹21,33,002/-, The details are at **Annexure FC 14.06,** whereas in this cost 2-3 vehicles can be purchased for the Institution, which will prove to be economical over a period of time.

Therefore, Finance Committee is requested to permit procurement of two official vehicles.



FC 14.08 Approval regarding fee for Summer/Winter term payable by the Student.

As per FC 03.08 approval was taken to charge a nominal fee @ of Rs. 500/- per credit, from the students, for Summer/Winter term courses. Out of this fee collected 90% amount was equitably distributed amongst the Faculty conducting the courses and 10% amount was equitably distributed amongst the Academic Staff.

Keeping in view the interest and future of the Institute it is proposed that 35% share should be offered to the Institute, 10% share to the Academic Staff and rest 55% should be disbursed to the Faculty conducting the Summer/Winter term courses.

Finance Committee is requested to approve the above proposal.

FC 14.09 Approval regarding delegation of Financial powers.

The delegation of financial powers was approved by the Finance Committee in its 11th meeting vide agenda item no. FC11.07 (A) and same was withdrawn as per the instruction by Board with instructions to place a revised agenda in ensuing meetings.

The delegation of financial powers to following officials for approval of the expenditure for which budget is allocated has been revised as under:

S.No.	Designation	Proposed Financial power
1	Registrar	₹1,50,000/-
2	Dean's	₹1,50,000/-
3	Asso. Deans	₹ 75,000/-
4	HoDs	₹ 75,000/-
5	Deputy Registrar	₹ 50,000/-
6	Assistant Registrar's	₹ 25,000/-

Finance Committee is requested to approve the implementation of above delegated financial powers.

FC 14.10 To Confirm the minutes of Fifth BWC.

FC 14.11 Any other item with the permission of chair.


Registrar

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

**MINUTES OF THE 13th MEETING OF FINANCE COMMITTEE
HELD ON 06th March 2018 at NIT Transit House, New Delhi**

The following members were present:

- | | |
|-------------------------|--------------------|
| 1. Prof. Shyam Lal Soni | : Chairman |
| 2. Mr. Anil Kumar | : Member |
| 3. Mr. A.K.Singh | : Member |
| 4. Shri Anil Goyal | : Member |
| 5. Col. Sukhpal Singh | : Member Secretary |

Director IIT Roorkee could not attend the meeting due to prior commitment.

At the outset Chairman welcomed all the members.

The Committee discussed the following agenda:

FC 13.01: To confirm the Minutes of the 12th Meeting of Finance Committee.

Minutes of the 12th meeting of Finance Committee, duly approved by the Chairman were circulated vide email dated 26th Jan 2018 with the request to confirm if they have been recorded correctly or need modification(s) if any. Comments / suggestions were received by the Institute from Shri Sanjeev Sharma (Director NITs) and Shri. Anil Kumar (Director IFD). Accordingly, modified minutes of the 12th Meeting of Finance Committee, incorporating the changes suggested by the members are placed as **Annexure FC 13.01**.

Finance Committee is requested to confirm the same.

Resolution: Confirmed.

FC 13.02: Action Taken Report.

Resolution: Noted.

FC 13.03 Purchase of Workstation and Desktop Computers through GeM.

Requirement of 04 Workstation and 60 Desktop Computers, of total worth `56.00 Lakh, has been received from all the Departments and sections of the Institute. The requirement was placed before Store Purchase Committee of the Institute. Store Purchase Committee accepted the proposal and recommended for procurement as per GFR provision. The items are available on Government e-Market place (GeM).

Finance Committee is requested to approve procurement of 04 Workstation and 60 Desktop Computers worth Rs 56.00 Lakh through Government e-Market place (GeM).

Resolution: Finance Committee recommends purchase of 04 Workstation and 60 Desktop Computers, at a tentative worth Rs 56.00 Lakh. The purchase is to be done as per provision of GFR 149 (III) which stipulates that ,*"Above Rs.30,00,000/- through the supplier having lowest price meeting the*

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requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM".

FC 13.04 Procurement and installation of Pre-Fabricated Sewage Treatment Plant.

As per FC resolution vide agenda item no 11.05 detailed project report on procurement and installation of Pre- Fabricated Sewage Treatment Plant is placed before the Finance Committee as **Annexure FC 13.02**. The approximate cost is of ₹43.00 Lakh. The proposed expenditure is inevitable keeping in view the severe unhygienic conditions prevailing in the temporary campus.

Finance Committee is requested to approve the above proposal through advertised tender enquiry.

Resolution: Since procurement and installation of Pre-Fabricated Sewage Treatment Plant is of Civil in nature, therefore Finance Committee recommends that proposal be routed through Building & Works Committee.

FC 13.05 Professional Development Fund for the Trainee Teachers.

The Trainee Teacher Scheme was adopted in Year 2013. Total 39 Trainee Teachers were recruited in the Institute in the year 2014, 2015 & 2016. At present only 16 Trainee Teachers are on Institute roll. As per Annexure 1 and para IV (A) of Trainee Teachers Scheme, there is a provision for Trainee Teachers to be paid funds i.e 10% of the Gross Annual Salary, for professional development related expenditure like membership of professional societies, attending conferences etc.

Annual Gross Salary of Trainee Teachers is Rs 6.22 Lakh hence the Gross Salary of 16 Trainee Teachers is Rs 99.90 Lakh and 10% of this gross salary comes to Rs 9.90 Lakh. It is proposed to reimburse the said Professional Development Fund as per the Trainee Teachers Scheme to the Trainee Teachers as per utilization guidelines issued by the Ministry for CPDA.

Finance Committee is requested to approve the above proposal.

Resolution: Finance Committee recommends that matter be referred to MHRD.

FC 13.06 (A) Approval for Memorandum of Understanding with Ministry Of Human Resource Development.

As per MHRD directives, "all autonomous organizations with a budgetary support of more than Rupees Five Crores per annum, are required to enter in to a Memorandum of Understanding with the respective Administrative Ministry or Department".

A draft MoU proposed by the Ministry and prepared by the Institute is placed at **Annexure FC 13.03**, for the kind perusal of Finance Committee.

Finance Committee is requested to approve the same for onward submission to the MHRD through Board of Governors for execution of MoU.

Resolution: Finance Committee approves the draft MOU for onward submission to MHRD.



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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

FC 13.06 (B) Approval of Fee Structure for B.Tech & M.Tech programme for the academic year 2018-19.

As per Finance Committee directives vide agenda item No 12.04, revised fee structure of B.Tech & M.Tech programme for the academic year 2018-19 is placed as **Annexure FC 13.04**.

Finance Committee is requested to approve the same for implementation in the academic year 2018-19.

Resolution: Finance Committee recommends the implementation of proposed fee structure for Academic year 2018-19. The same may be placed before the Board for approval.

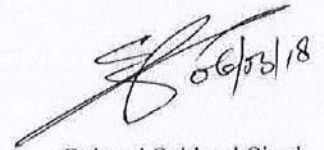
FC 13.06 (C) Permission regarding collaboration with Siemens for establishment of "Centre of Excellence for Skill Development Initiative for Industry" at NIT Uttarakhand.

National Institute Of Technology, Uttarakhand is planning to collaborate with Siemens for developing industry relevant skills for engineering students at the Institute. This collaboration envisages setting up of ultra-modern facilities, which includes state-of-art machines, robots, control systems, software, hardware, etc. at NIT Uttarakhand. The funding for the same is proposed to come primarily from Siemens as a grant, including absorption of costs by – Siemens partner for this project (Approximately 90%), and NIT Uttarakhand (Approximately 10%). Detail concept note is placed at **Annexure FC 13.05**.

Finance Committee is requested to deliberate upon and give directives to proceed further to formulize the proposal with Siemens.

Resolution: Finance Committee accepts the proposal in principle and recommends that detailed proposal with financial outlay, through due negotiation, will be placed in subsequent meetings of Finance Committee and Board of Governors. The execution and infrastructure creation shall only be done in the permanent campus site.

The meeting ended with vote of thanks to the Chair.



Colonel Sukhpal Singh
Member Secretary

Submitted for approval.

✓
Approved/Not Approved

Chairman
Finance Committee

[Handwritten signature]
06/31/2018

Anxx
FC 14-02

No. 25(12)/E.Coord-2018
Government of India
Ministry of Finance
Department of Expenditure
(E. Coord. Branch)

North Block, New Delhi
Dated: 3rd April 2018

OFFICE MEMORANDUM

Subject: Reimbursement in respect of Newspapers purchased/ supplied to officers at their residence-guidelines regarding.

Department of Expenditure, Ministry of Finance, vide order no. 1(24)/E.IIA/96 dated 13th September, 1996, had issued guidelines on the subject cited above. It has been felt that these guidelines are dated and need to be updated. It has therefore, been decided that in place of the existing practice of getting monthly reimbursement of newspaper on production of newspaper bills, reimbursement for newspaper may be made at the rates mentioned below based on the certification given by the entitled officer:

S.No	Level of Officers	Reimbursement to be made per month (In Rs.)
1.	Secretary/Secretary equivalent	As per actuals
2.	Additional Secretary/ Additional Secretary equivalent	Rs.1100
3.	Joint Secretary/Joint Secretary equivalent	Rs. 850
4.	Director/ Deputy Secretary / Under Secretary/Section Officer or equivalent	Rs. 500

2. A certificate as per the Annexure, to the effect that expenditure has been incurred on newspaper shall be provided by the officers on half yearly basis to the office for reimbursement.
3. This issues in supersession to all earlier guidelines of Department of Expenditure on the subject.
4. The orders will be effective with immediate effect.

H. Atheli
3/4/18.
(H.Atheli)
Director

To:

1. All Ministries/ Departments of the Government of India
2. All Financial Advisors of Ministries/ Department of the Government of India
3. Office of Comptroller & Auditor General of India

Annexure

Government of India
Ministry of _____
Department of _____

[Statement to be furnished on half-yearly basis by the Government Officer to Administration]

Name of the Applicant: _____

Designation: _____

Department: _____

Pay Level & Basic Pay (Rs.): _____

I certify that I have spent Rs. _____ towards purchase of Newspaper(s) for the months of :

- i) Jan-June, 20__
OR
ii) July-December, 20__

[only one option is to be ticked]

I further declare that : i) The Newspaper (s) in respect of which reimbursement is claimed, is/are purchased by me. ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/will not be claimed by any other source.

Date: _____

Signature: _____

Name: _____

Annex
FC14-03

F No 25/3/2017-G Admn
Government of India
Ministry of Finance
Department of Investment and Public Asset Management

Block No 11&14, CGO Complex,
Lodhi Road, New Delhi- 110003
Dated the 20th July 2017

CIRCULAR

Subject: Revision of monetary ceilings for purchase/reimbursement of Briefcase/Office Bag/Ladies purse-reg.

As per the existing practice, Briefcase/Office Bags/Ladies Purse are provided to the officers/officials of the Department once in three years from the date of issue of earlier one. The Competent Authority has revised the monetary ceiling for purchase/reimbursement of Brief Case/Office Bag/Ladies Purse in respect of the officers/officials as shown below

2 The details indicating the previous and revised ceiling in respect of the officers/officials of the Department of Investment and Public Asset Management (DIPAM)

Sr. No.	Level of Officer/Official	Monetary Ceiling (in ₹)		Period
		Existing (₹)	Revised (₹)	
1	Secretary/Spl Secretary/or equivalent	7,000/-	10,000/-	Once in 3 years
2	Addl Secretary or equivalent	6,000/-	8,000/-	-do-
3	Joint Secretary and equivalent	5,000/-	6,500/-	-do-
4	Director/Deputy Secretary /PSO/ Sr PPS or Equivalent	4,000/-	5,000/-	-do-
5	Under Secretary/PPS or equivalent	3,000/-	4,000/-	-do-
6	Section Officer/PS or equivalent	2,400/-	4,000/-	-do-
7	Assistant/PA or equivalent	2,000/-	3,500/-	-do-

3 The entitled officers/officials can purchase briefcase/office bag/ladies purse of their own choice on joining this Department or on completion of three years from the date of issue of earlier one from any private/public outlet and the bill (in original) may be sent to the Admin/Estt Section certifying that the Briefcase/Office Bag/Ladies Purse has been purchased for the official use and the reimbursement for the same will be made subject to the prescribed ceilings as mentioned above. The revised ceilings will come into force from the date of issue of this Circular.

4 This issues with the approval of IFU and JS&FA (Finance) vide Diary No 342807 dated 13 07 2017


(Ragesh Kant)

Under Secretary to the Government of India
Ph-2436 8785

To
All the officers and Staff of DIPAM

Copy to -
1 PAO, DIPAM, North Block, New Delhi
2 DDO, DIPAM
3 Technical Director, NIC with a request to upload this Circular

D-21013/4/2012-Ad.II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

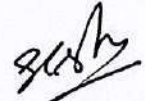
North Block, New Delhi.
Dated: 15th May, 2012

**Subject:- Revision of monetary ceiling for purchase/ reimbursement of briefcase/
official bag/ ladies purses- regarding.**

Considering the prevailing market rates and increasing prices of the consumer goods, the competent authority has decided to revise the monetary ceiling for purchase/ reimbursement of briefcase/ official bag/ ladies purses as under:-

S. No	Level of Officers	Old Rates (in Rs.)	Revised Rates (in Rs.)
1	Secretary/ Special Secretary or equivalent	6,500/-	10,000/-
2	Additional Secretary or Equivalent	5,500/-	8,000/-
3	Joint Secretary or equivalent	4,500/-	6,500/-
4	Director/ Deputy Secretary or equivalent	3,400/-	5,000/-
5	Under Secretary/ Pr. Private Secretary or equivalent	2,400/-	4,000/-
6	Section Officer/ Private Secretary or equivalent	2,400/-	4,000/-
7	Assistant/PA or equivalent	2,000/-	3,500/-

2. The entitled officers/ officials can purchase briefcase/ office bags/ ladies purses of their own choice from any private/ public outlet. However, reimbursement shall be restricted to the above mentioned ceiling limits.
3. The briefcase/ office bag/ ladies purse shall be provided to the above officers/officials on joining this ministry or on completion of three years from the date of issue of earlier one.
4. This issues with the concurrence of Integrated Finance Division (IFD) of this Department vide their Dy. No. CC/26974/ AS & FA (H) dated 03/05/2012
5. The above revised ceiling will be effective from 01/04/2012.


(S.C. SHARU)
Under Secretary to the Govt. of India
Tel: 23094579

To

1. All Officers in the Department of Personnel & Training including PESB.
2. Integrated Finance Division (IFD) w.r.t. their Dy. No. referred above.
- ✓ 3. NIC for uploading in INTRAMOP.

F.No. 24(3)/E.Coord/2018
Ministry of Finance
Department of Expenditure

New Delhi, the 26th March 2018

OFFICE MEMORANDUM

Subject : - Provision of telephone facilities and reimbursements to officers of Government of India.

The Department of Expenditure has from time to time issued instructions on provision of telephone facilities, monetary ceilings on reimbursement to the officers of the Government of India. Given the increasing dependence on telecommunication technology including mobile telephones for carrying out official work, the existing instructions have been comprehensively reviewed, revised and the following instructions are hereby circulated for compliance by all Ministry/Departments, in supersession of all earlier instructions issued by this Department on the subject.

1. Official Telephones

- 1.1 All officers of the level of Deputy Secretary equivalent and above are entitled for office telephone with STD facility. For officers of the level below Deputy Secretary, Ministry/Departments may decide in consultation with the Financial Advisers on providing STD facility depending on their functional requirements.
- 1.2 ISD facility is allowed on official telephones in respect of Administrative Secretaries only.
- 1.3 All other cases for providing ISD facility on official telephone for officers of the level below Secretary to the Government of India may be decided by the Administrative Secretary in consultation with the concerned Financial Adviser.
- 1.4 Administrative Secretary/ Head of Departments may in consultation with the concerned Financial Adviser provide officers below the level of Deputy Secretary official telephones with STD facility on functional basis. This facility should not be given in a routine manner but extreme caution and austerity should be exercised.
- 1.5 Financial Advisers shall submit a half-yearly report to D/o Expenditure on the number of ISD facility concurred/approved during a financial year.

2. Residential telephones

- 2.1 All officers of the level of Deputy Secretary equivalent and above are entitled for one official residential landline telephone with STD facility.
- 2.2 Residential telephone can be allowed to officials below the rank of Deputy Secretary equivalent on functional basis subject to the condition that this facility shall be restricted to 25% of the sanctioned strength of Group 'A' officers in a Ministry/Department. This limit will equally apply to Attached and Subordinate offices.

[Handwritten signature]

2.3 ISD facility shall not be allowed on residential telephones.

2.4 Personal staff of Ministers [Private Secretary, Additional Private Secretary and 1st PA of Ministry] and Administrative Secretary [Principal Staff Officer (PSO)/ Senior Principal Private Secretary/ Principal Private Secretary/Private Secretary], Section Officer (Parliament) and Assistant Section Officer (Parliament) are entitled to the facility of one residential landline telephone.

3. Mobile Phone Handsets

3.1 Officers of the level of Secretary and equivalent will be entitled to reimbursement for one mobile handset costing not more than Rs.25,000/- (Rupees Twenty Five thousand only) once during the whole tenure. Global roaming facility shall not be allowed on the mobile connection.

4. Reimbursement of telephone call charges

4.1 Reimbursement of telephone call charges of residential telephone/ mobile phone/broadband/mobile data/data card shall be as per entitlement given below:

Sl. No.	Level/Designation	Limit on reimbursement
1.	Secretary to the Government of India and equivalent level	Rs. 4200/- per month + taxes as applicable
2.	Additional Secretary to the Government of India and equivalent level	Rs. 3000/- per month + taxes as applicable
3.	Joint Secretary to the Government of India and equivalent level	Rs. 2700/- per month + taxes as applicable
4.	Director/Deputy Secretary to the Government of India and equivalent level	Rs. 2250/- per month + taxes as applicable
5.	Below the rank of Deputy Secretary and equivalent to the Government of India (restricted to 50% of the sanctioned strength of Group 'A' officers in a Ministry/ Department/Attached/Subordinate office)	Rs. 1200/- per month + taxes as applicable

4.2 No SIM/data-card will be provided by office.

4.3 There will be no separate ceiling for the landline/ mobile/broadband/mobile data/data card. The amount reimbursable will cover landline and / or mobile /broadband/mobile data/data card connection and shall be limited to the ceiling prescribed or as per actuals whichever is lower. Call charges over and above the ceiling prescribed along with taxes thereon shall be paid by the officers

4.4 The amount shall be reimbursed on submission of bills/receipt by the concerned officer. Officers are at liberty to choose the service provider and the tariff package for residential landline/mobile phones.

4.5 In case where husband and wife are sharing the same residential landline telephone and both are entitled for reimbursement, only one of them will be allowed reimbursement against the residential landline telephone. The claim for mobile phone charges shall be treated separately for each of the officer subject to the entitled ceiling.

4.6 Reimbursement for mobile will be restricted to the officer in whose name the mobile connection is registered.

4.7 The entitlement of an officer drawing pay in a scale intervening between that of Director and Joint Secretary would be at par with that of Deputy Secretary/Director.

4.8 Excess expenditure upto 30% of the ceiling amount (applicable to the officer) can be reimbursed to officers of Joint Secretary equivalent and above and also to Private Secretary/ Officers on Special Duty to the Ministers subject to their submitting a certificate, duly justifying that excess expenditure incurred was for official purpose and unavoidable. This reimbursement would require the concurrence of the Financial Adviser concerned and sanction of the Administrative Secretary/ Secretary Equivalent of the Department/ Organization. In so far as Secretary/ Secretary equivalent officer are concerned, they shall be competent to exercise the aforesaid powers in their own cases. The power to sanction this expenditure shall not be delegated.

4.9 Telephone reimbursement will not be admissible in cases of Leave (of any nature) and trainings which are for more than one calendar month (s).

5. Mobile Facility during official visits abroad

5.1 Officials and delegations visiting abroad for the purpose of short official visits/meeting/conferences/workshops may be provided SIM card by our Mission / Embassy. In case SIM card is not provided by our Mission / Embassy, there will be a monetary ceiling of Rs.2000/- per day for officer above the level of Additional Secretary and equivalent and Rs.1000/- per day for other officers towards reimbursement of call charges.

5.2 No mobile phone facility shall be provided during training period whatsoever including training abroad.

6. These orders shall be effective from the date of issue of this Office Memorandum.

H. Atheli
26/3/18

(H. Atheli)
Director

Tel. 011 - 2309 2604

To:

1. All Ministries/Departments of the Government of India
2. All Financial Advisers of Ministries/Department of the Government of India
3. Office of Comptroller & Auditor General of India

Copy to:

NIC Unit, M/o Finance with the request to upload the Office Memorandum on Department of Expenditure website



**Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
Nirman Bhawan; Maulana Azad Road
New Delhi 110 108**

No. S 11012/3/2011- CGHS (P)

Dated: the 29th December, 2011

OFFICE MEMORANDUM

Sub: Issue of Individual Plastic Cards to CGHS beneficiaries – regarding

The undersigned is directed to invite reference to this Ministry's O.M No. Misc. 6024/2007/CGHS (HQ)/CGHS(P) dated 30th December, 2009 wherein guidelines on issue of individual Plastic cards to each CGHS beneficiary (serving and retired) were issued. In order to further streamline the issue of CGHS Plastic Cards, the guidelines are revised as follows:-

NEW PROCEDURE FOR ISSUE OF CGHS CARDS IN DELHI & NCR

(A) SERVING EMPLOYEES

1. CGHS Cards shall be issued only to the eligible Central Government employees and such class of persons as may be decided by the Government whose place of residence is situated within the coverage area of CGHS.
2. Requisition for CGHS Cards shall be prepared in duplicate in Form 'A'. One copy to be forwarded to Additional Director (HQ), CGHS, New Delhi and the other to be retained with the Department where the applicant is currently employed (hereinafter referred to as 'sponsoring authority/Ministry/Department') for record.
3. The requisition shall be sponsored by an officer in charge of administration not below the rank of Under Secretary.
4. Requisitions for CGHS Cards shall be accompanied by two copies of recent 3x5 cm. size individual photographs of all family members of the government employee, one set of which shall be pasted on the application form and shall be attested by a Gazetted Officer in charge of administration. Another set of photographs shall be signed on the back by the concerned beneficiary and enclosed with the application form for onward submission to the Office of Additional Director (HQ), CGHS, New Delhi.
5. Requisitions shall be sent along with two copies of the challan as in Form 'C' duly filled in, to the Additional Director (HQ), CGHS, New Delhi.
6. The Office of Additional Director (HQ), New Delhi shall process the requisition forms and get the cards prepared in the prescribed format which shall then be delivered to the concerned sponsoring authorities as per the laid down procedure.

Contd....2/-

7. CGHS Cards will be delivered only to the person authorised by the sponsoring authority after obtaining an acknowledgement in Form 'D'.
8. The sponsoring authority shall ensure that the government employee, for whose family members the CGHS Cards are made out, gives a proper receipt on taking delivery of card(s) by putting his/her signature.
9. On the occurrence of death, CGHS cards issued to a government employee shall be withdrawn and deposited by the Administration of his/her Department with Additional Director (HQ), CGHS, New Delhi for cancellation.
10. In case of change in entitlement for CGHS facilities, the Government employee shall enclose the CGHS card(s) with the application for issuing new card(s) with the revised entitlement.
11. In case of mutilation, the mutilated CGHS Card shall be enclosed with the application along with the challan in token of payment of the prescribed charges for issuing a new card.
12. CGHS Card(s) may be issued to employees of autonomous bodies (if CGHS facility is allowed to such body) under the Administrative Ministries of Government of India in accordance with the procedure prescribed above. Officers of a rank equivalent or corresponding to Under Secretary in such autonomous bodies though not enjoying Secretariat status shall be the requisitioning authority and certifying authority in respect of such employees.
13. CGHS Card(s) for employees of autonomous bodies attached to the Ministries will be issued only if the employee is residing within the CGHS covered areas.
14. Duplicate cards may be issued on payment of prescribed fee with the details of the lost / misplaced cards. For issue of duplicate cards, the same procedure shall be followed by the concerned employee and his/her sponsoring authority/Department/Office.
15. The employees should be encouraged to submit their applications online by using the CGHS portal. After online submission of the application form they should take a print out of the same and submit the hard copy duly signed and photographs affixed thereon, to the sponsoring authority for processing and onward submission to the Office of Additional Director (HQ), CGHS for issuing the cards. Detailed instructions for online submission of applications are at APPENDIX.
16. The plastic cards issued by CGHS shall be valid for a period of five years from the date of issue. The validity period shall also be indicated on the card.

(B) PENSIONERS

1. CGHS card(s) will be issued to the eligible pensioners and his/her dependent family members whose place of residence is situated in the CGHS covered areas. However, CGHS card(s) can also be issued to the pensioners whose place of residence is outside the CGHS covered areas but they have opted for the CGHS membership.
2. The Pensioners have the liberty to enrol themselves with any CGHS Wellness Centre / Dispensary of his/her choice all over the country irrespective of his/her place of residence.

3. The retiring employee can submit his/her application form for Pensioners CGHS card, in Form 'B' duly filled up with the prescribed details to his/her Department/Office for processing and sponsoring his/her CGHS membership to the Office of Additional Director (HQ), CGHS for issuing CGHS card(s).
4. Requisitions for Pensioners' CGHS Card(s) shall be accompanied by two copies of recent 3x5 cm. size individual photographs of all family members of the retiring employee, one set of which shall be pasted on the application form and shall be attested by a Gazetted Officer in charge of administration. Another set of photographs shall be signed on the back by the concerned beneficiary and enclosed with the application form for onward submission to the Office of Additional Director (HQ), CGHS, New Delhi.
5. Retiring employees have the option to apply for pensioner card along with pension papers or at least six weeks prior to superannuation. The employee can authorise his/her Department to deduct the requisite CGHS contribution for his/her pensioner's CGHS card from his/her retirement dues and forward his/her application to CGHS for making of CGHS card(s). He may also have the option to submit a Demand Draft of the requisite amount for the CGHS membership with his/her application.
6. The Department/Office of the retiring employee shall process his/her application alongside his/her pension papers on priority basis and sponsor his/her application to CGHS for issuing of CGHS card(s).
7. The sponsoring authority shall observe the same procedure as for a serving employee for getting his/her CGHS card(s) prepared and delivered to the retiring employee during his service period itself preferably on the day of retirement.
8. The sponsoring Department/Office and the Office of Additional Director (HQ), CGHS shall ensure that the duly prepared Pensioner CGHS Card(s) are presented to the retiring employee on the date of his/her retirement itself alongwith his/her GPF and other retirement benefits.
9. Pensioners can also apply for the CGHS membership after his/her retirement from service. He can opt for the CGHS membership even if he resides outside the CGHS coverage area. He can also select the CGHS Wellness Centre of his choice anywhere in the country for obtaining the medical facilities under the Scheme.
10. The Pensioners can apply for the CGHS cards in the prescribed Form 'B'. The application form shall be accompanied by two copies of recent 3x5 cm. size individual photographs of all family members of the pensioner, one set of which shall be pasted on the application form and shall be attested by a Gazetted Officer. Another set of photographs shall be signed on the back by the concerned beneficiary and enclosed with the application form. The application alongwith the requisite CGHS contribution as per the prescribed rate should be submitted to the Office of Additional Director (HQ), CGHS, New Delhi.

11. The Office of Additional Director (HQ), New Delhi shall process the application forms and get the cards prepared in the prescribed format which shall then be sent by the Registered post / speed post / courier at CGHS cost for delivery to the concerned pensioner at his recorded address in the Application form.
12. The pensioner should also be informed through telephone, SMS, email or by letter about the making of CGHS cards and its despatch particulars to ensure that it is delivered to the correct person. Acknowledgement of receipt should be obtained from him and kept for record in the office of Additional Director, CGHS.
13. CGHS shall issue the plastic card with a validity period for which the pensioner card has been applied for with the requisite contribution. Cards issued for life time validity against payment of 10 years contribution, shall indicate the validity of the card for the life time.
14. The plastic cards already issued with printed validity of to pensioner beneficiaries, who had paid CGHS contribution for 'Rest of Life' would be taken as valid for use for 'Rest of Life'. However, such CGHS beneficiaries have the option to obtain new plastic cards after five years, if they choose to do so. or till entitled for CGHS benefits, whichever is earlier.

NEW PROCEDURE FOR ISSUE OF CGHS CARDS IN OTHER CITIES

The above procedure can also be followed in all other cities '*mutatis-mutandis*' with suitable modifications. The Card making process would be centralised in the office of the AD/JD, CGHS in charge of the city.

INSTRUCTIONS REGARDING SUBMISSION OF REQUISITIONS FOR ISSUE AND COLLECTION OF CGHS CARDS

1. Requisitions for issue of CGHS Card(s) should be sent to Additional Director (HQ) CGHS, New Delhi. They should also be duly diarised in the Administrative Section of the concerned Ministry / Department.
2. It would be the responsibility of the Ministry/Department /Autonomous bodies concerned to scrutinise the applications carefully before these are sent to the CGHS. The sponsoring authority concerned should also scrutinise the CGHS Cards collected from the CGHS (HQ) before delivery of the same to the applicant, so as to ensure that each CGHS Card(s) is in order and containing all particulars/information required to be included in the CGHS Card(s). In the case of any error being noticed, the fact should be brought to the notice of the Additional Director (HQ) CGHS, New Delhi immediately. The CGHS Card(s) should not be delivered to the applicant until the error is rectified. All applications should be thoroughly scrutinised by the Ministries etc., for ensuring the correctness of the details furnished in the requisitions and the bona fides of the applicant.
3. The Ministry/Office concerned should nominate a representative, who will deliver the requisitions to the Office of Additional Director (HQ) CGHS, New Delhi and collect the CGHS Card(s) etc. therefrom. His/her name and designation, alongwith Identity Card Number should be indicated on the

Challan slip in Form 'C'. His/her specimen signatures on the Challan slip will also be duly attested by the Administration Section of the Ministry/Office concerned.

4. The rubber stamp indicating the name and designation of the sponsoring authority should be affixed below his/her signature on the application form, and his/her telephone number should also be indicated to enable the Office of Additional Director (HQ)CGHS, New Delhi to contact the officer concerned over the telephone or otherwise, in case of any doubt.
5. Each Ministry/Office shall, from time to time, nominate an officer to sponsor the requisitions to be forwarded to the Office of Additional Director (HQ)CGHS, New Delhi. The name, designation and telephone no. of the sponsoring officer so appointed by the Ministry/Office concerned shall be intimated to the Office of Additional Director (HQ)CGHS, New Delhi as and when a change takes place.
6. It shall be the responsibility of the sponsoring authority / Ministry/Department/Office to ensure that the monthly CGHS contribution at the prescribed rate is regularly deducted from the salary bill of the CGHS beneficiary and remitted to the Government account to keep his/her CGHS membership alive and valid as CGHS is a contributory scheme.
7. It shall also be the responsibility of the individual Central Government employee to whom the CGHS membership has been granted by issuing CGHS card(s), to deposit his/her monthly CGHS contribution at the prescribed rate through his/her regular salary bill to keep his/her CGHS membership alive and valid.
8. It shall be the responsibility of the CGHS beneficiary to ensure that the CGHS card(s) issued to him and his/her family members are not misused in any circumstances or by any unauthorised person.

LOSS / MUTILATION OF CGHS CARDS

1. The holder of the CGHS card is personally responsible for its safe custody.
2. In case of loss of a CGHS card or a temporary index card, it shall be incumbent on the card holder to report the loss immediately to the Office of the Additional Director (HQ), New Delhi and also to the Ministry or Office which sponsored the requisition for the issue of the CGHS card.
3. On receipt of a report from the card holder about the loss of the CGHS card, the Ministry / Office concerned shall send a Report to the Office of the Additional Director (HQ), CGHS, and New Delhi giving full details of the circumstances leading to the loss of CGHS card.
4. In case the lost CGHS card is subsequently found, the Office of Additional Director, CGHS shall be informed and in case a duplicate one has been issued in the meantime, the original CGHS card shall be returned to the Office of Additional Director, CGHS for cancellation.

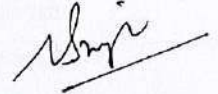
5. A penalty of Rs. 50 shall be imposed on the person concerned for the loss of the CGHS card. The penalty once deposited will not be refunded even if the CGHS card is subsequently retrieved.
6. The loss of CGHS card shall be recorded by the Ministry / Office concerned in the remarks column against the relevant entry in the Register of CGHS cards maintained by them in the prescribed Form 'E'.
7. The Ministry of Health and Family Welfare may in special circumstances and for the reasons to be recorded in writing, waive the penalty charges for the loss of a CGHS Card in any particular case.
8. Besides the recovery of penalty charges, a Government employee who fails to give a satisfactory explanation for the loss of CGHS card(s) issued to him / her, would be liable to disciplinary action.
9. In the case of the loss, mutilation of CGHS card, a temporary card will be issued only after the penalty charges for such loss or mutilation, as the case may be, have been deposited by the concerned employee.
10. Penalty for Mutilation of the CGHS card before the period of expiry is Rs 50/-

MISCELLANEOUS

1. CGHS card issued by the Directorate General of Central Government Health Scheme (CGHS) is not transferable.
2. Misuse of CGHS card will entail penal consequences and in the case of Government employees, disciplinary action can also be taken.
3. On the expiry of the period of validity of a CGHS card, the holder of the CGHS card shall surrender it immediately to the Ministry/Office concerned and apply for renewal or the CGHS card(s), if necessary.
4. The holder of a CGHS card(s) will surrender it to the sponsoring authority when the CGHS card is no longer required by him on account of his transfer or shifting of residence to a non-CGHS covered area.
5. Each Ministry / Office sponsoring requisitions for CGHS cards shall maintain a register in Form 'E' to record the details of CGHS cards issued as per the recommendation of the Ministry / Office. This register shall be submitted to the Directorate General of CGHS if and when required for scrutiny.
6. The Ministry of Health and Family Welfare may issue any further instructions, as may be considered necessary to supplement the CGHS Guidelines and Instructions.

The new procedure as laid down in this Office Memorandum shall be effective from the 16th day of January, 2012 and it supersedes all previous instructions issued from time to time on the subject.

Encl: As above



(V.P. Singh)

Deputy Secretary to the Government of India

Tel: 2306 1831

- To
- 1 All Ministries / Departments, Government of India
 - 2 Director, CGHS, Nirman Bhawan, New Delhi
 - 3 All Additional Directors / Joint Directors of CGHS cities outside Delhi
 - 4 All Pay & Accounts Officers under CGHS
 - 5 Additional Director (Hqrs) / Additional Director (SZ) /
Additional Director (NZ) / Additional Director (CZ) / Additional Director (EZ),
CGHS, New Delhi
 - 6 JD (Gr.)/JD(R&H), CGHS Delhi, Hospital Empanelment Cell, Nirman Bhawan
 - 7 CGHS Desk-I/Desk-II/CGHS-I/CGHS-II, Dte.GHS, Nirman Bhawan, New Delhi
 - 8 Estt.I/ Estt.II/ Estt.III/ Estt.IV Sections, Ministry of Health & Family Welfare
 - 9 Admn.I / Admn.II Sections of Dte.GHS
 - 10 Rajya Sabha / Lok Sabha Secretariat
 - 11 Registrar, Supreme Court of India / Punjab & Haryana High Court, Chandigarh
 - 12 U.P.S.C.
 - 13 Finance Division
 - 14 Deputy Secretary (Civil Service News), Department of Administrative Reforms &
Public Grievances, 5th Floor, Sardar Patel Bhawan, New Delhi.
 - 15 MS of Hospitals now being empanelled under CGHS, Delhi
 - 16 PPS to Secretary (H&FW) / Secretary (AYUSH) / Secretary (HR) / Secretary
(AIDS Control), Ministry of Health & Family Welfare
 - 17 PPS to DGHS / SS&FA / SS & MD, NRHM / AS (H) / AS & DG (CGHS)
 - 18 Swamy Publishers (P) Ltd., P. B. No. 2468, R. A. Puram, Chennai 600028.
 - 19 Shri Umraomal Purohit, Secretary, Staff Side, 13-C, Ferozshah Road, New
Delhi
 - 20 All Staff Side Members of National Council (JCM) (as per list attached)
 - 21 Office of the Comptroller & Auditor General of India, 10 Bahadur Shah Zafar
Marg, New Delhi
 - 22 All Offices / Sections / Desks in the Ministry
 - 23 Sr. Technical Director, NIC, MOHFW, Nirman Bhawan, New Delhi with the
request to upload on the website of the CGHS.
 - 24 Office Order folder
 - 25 Guard File

(TO BE FILLED BY THE SPONSORING AUTHORITY IN CASE OF SERVING EMPLOYEES AND PENSIONERS OF AUTONOMOUS BODIES COVERED UNDER CGHS)

The information furnished by the applicant has been verified and found to be correct. It is recommend that a CGHS Card be issued to Shri /Smt. /Kumari, Designation In this Ministry / Department / Organization. Instructions are issued to the concerned Division to start deducting CGHS Subscriptions every month from the salary of the applicant / **CGHS Subscriptions are deducted every month from the salary of the applicant.** I am authorized sponsoring authority for the issue of CGHS Card and approval of the Competent authority has been obtained.

**** Enclosed DD bearing No.....dateddrawn on BankBranch for Rs.....**

**** In case of Pensioners of Autonomous bodies entitled for CGHS facilities.**

No.

Date

Signature & Name of the Sponsoring Authority

Designation (Stamp) with Tel. Number

To

The Additional Director, CGHS(HQ), 9, Bikaner House Hutments,

Verified – by Authorized Signatory, CGHS(HQ) **valid upto**...../...../.....

CGHS Dispensary AllottedEntitlement

*** (to be filled by CGHS)**

Signature with Stamp

**Details of Cost of Hiring two Vehicles for
the Institute (2017-2018)**

Month	Monthly Cost of hiring
Apr-17	158,615.00
May-17	156,931.00
Jun-17	162,566.00
Jul-17	159,756.00
Aug-17	177,347.00
Sep-17	185,892.00
Oct-17	143,746.00
Nov-17	240,849.00
Dec-17	190,958.00
Jan-18	194,239.00
Feb-18	188,357.00
Mar-18	173,746.00
Total	2,133,002.00