

provided a hard copy duly completed in all respect is received before placing the purchase order.

6.5 Purchase of Rate Contract Goods

A Rate Contract (commonly known as RC) is an agreement between the purchaser and the registered firm/suppliers for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

Based on requirements identified by the SPS, the Institute may enter into rate contract arrangements for specified terms from one or more sellers for a specified length of time. The details of such arrangements shall be negotiated by a committee constituted by the Director/DD. The recommendations of the committee shall be approved by the Director before they are formally adopted. The period for which the Rate contract is valid will be counted from the day the rate contract is formally adopted. The process for entering into rate contract arrangements shall be initiated by SPO.

In case of items for which Directorate General of Supplies & Disposals (DGS&D) Rate Contract exist; the SPO will procure these items by placing direct orders on the firms.

Any item may be purchased on single quotation basis at DGS&D approved rate from authorized and established firms authorized by the manufacturer. But the firm has to furnish latest DGS&D rate contract copy. Rate contract will not be a binding as long as other purchase process is followed.

6.6 Purchase under Buy Back Scheme

If any item is purchased under buy back scheme for old one, quotations are to be invited clearly mentioning the specification of old and new item asking the buy back offer from the vendor. After finalizing the deal a condemnation report is to filled up on GFR17 form for old item, signed by all members of condemnation/write-off committee, approved by Director and finally to be sent along with PPF. It is to be mentioned on GFR17 in the column of mode of disposal that item is being given to the firm under buy back scheme. Procedure of purchase under buy back scheme should follow the same lines as detailed in sections 6.2-6.3.

6.7 Two Bid System

For purchasing capital equipment, high value plant, machinery etc. of complex and technical nature, tender enquiry (LT or AT), complete in all respects, may be issued as usual. However, the tenderers should be asked to bifurcate their quotation in two parts. The first part is to

contain the relevant technical specifications and allied commercial details as required in terms of the tender enquiry documents and the second part should contain only the price quotation. The first part is commonly known as a 'Technical Bid' and the second part 'Financial Bid'.

The technical bid and the financial bid should be sealed by the tenderer in separate covers. The technical bids are to be opened in the first instance, at the prescribed time and date and the same will be scrutinized and evaluated by the competent committee / authority with reference to the parameters prescribed in the tender documents and the offer received from the tenderers. Thereafter, in the second stage, the financial bids of only the technically acceptable offers (as decided in the first stage above) are to be opened for further scrutiny, evaluations, ranking and placement of contract.

6.8 Late Tender

In the case of advertised tender enquiry, or limited tender enquiry, late tenders (i.e. tenders received after the specified date and time for 'receipt of tenders) should not be considered.

6.9 Purchase procedure for the items not covered under 6.1 above

Quotation shall be invited by the SPS as per the prescribed procedure. Indenter will send approved indent with detailed specifications for inviting quotations to SPS for both the purchases (Institute and Projects). SPS after inviting quotations and making comparative reports will send to concerned indenters of Institute/Projects purchases for making recommendations for placing order. However, an indenter can also process the purchase following the rules/procedure of purchase. In this case also, final PO will be issued by SPS only. The purchase shall be processed based on at least three quotations from reputed sellers unless an exemption to this effect has been explicitly obtained from the Director/DD/DORD. It is not correct that enquiry be sent to only three firms and get three quotations only. Enquiry should be floated to as many vendors as possible (almost all available vendors) to have competitive rates. Quotation can be called and received by registered post/ speed post/courier service in sealed cover. Typically, the call for quotation should mention as follows:

- (i) the specification of the item(s) and end use of the required goods,
- (ii) quantity to be purchased,
- (iii) the date and time by which the quotation should be received,
- (iv) the date by which deliveries are expected,

- (v) the date on which the quotation will be opened (wherever necessary),
- (vi) warranty requirements,
- (vii) the criteria for eligibility and qualifications to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position etc.;
- (viii) requirement of test certificate, if any,
- (ix) requirement of type approval for compliance of statutory requirements with respect to pollution ,emission, noise, etc.
- (x) training, technical support, after sales service and annual maintenance contract requirements, if any.
- (xi) period of validity of quotation,
- (xii) Schedule and terms of delivery duly indicating that offers with delivery beyond the stipulated period will be treated as unresponsive;
- (xiii) Bid Security (EMD) to be furnished along with the bid;
- (xiv) Performance security to be furnished by the successful bidder
- (xv) special requirements of packing and marking, if any,
- (xvi) normal payment terms of the institute,
- (xvii) tax exemptions applicable and
- (xviii) any other special terms and condition which are applicable.

6.10 Quotations/bids must be opened in public in the presence of all purchase committee members or their nominee /purchaser as the case may be. All quotations/bids must be signed by all present members of the committee / purchaser (along with date). Signatures are necessary on the covering envelope, financial part of the bid, specifications and the part which contains the terms and conditions. Negotiations should be done only with L1 bidder.

There shall be a standing committee comprising of In-charge SPO or nominee, Finance Officer/ DR, Audit Officer and one more official for opening quotations received against advertised tender (AT).

6.11 In all purchases with multiple quotations, the report of the purchaser/purchase committee should include the following:

- a) A comparative statement of all dealers/sellers indicating all taxes, freight, forwarding etc (i.e. the total cost of the purchase).
- b) The dealer from whom purchase is recommended and the order value of the

purchase.

- c) In the event, purchase is recommended not on the basis of lowest quotation, the reason thereof should be explicitly stated.
- d) Any other relevant information.

6.12 All the purchases exceeding Rs. 25,000/(Rupees Tweny Five Thousand only) must be pre-audited through Internal Audit. This will be applicable for direct purchases as well as purchase through SPS.

6.13 Amendments / Modifications to Tender Notice/ Enquiry

Sometimes, situations may arise necessitating modification of the tender documents already issued (LT case)/ advertised (AT case). In such situations, it is necessary to amend/modify the tender documents suitably prior to the date of submission of bids. Copies of such amendment / modification should be simultaneously sent to all the selected suppliers by registered/speed post/courier/e-mail in case of LT. In case of AT, the copies of such amendment / modification are to be put in the web site immediately. The tenderers will be responsible to check the website time to time and Institute shall not be held responsible due to negligence of tenderer. For comparing bids in such cases amended document shall only be considered. When the amendment/modification changes the requirement significantly and /or when there is not much time left for the tenderers to respond to such amendments, and prepare revised tender, the time and date of submission of tenders are also to be extended suitably, along with suitable changes in the corresponding time-frames for receipt of tender, tender validity period etc and validity period of the corresponding EMD/bid security. Depending on the situation, such an amendment may also need fresh publication adopting the same procedure as for publication of the original tender enquiry.

6.14 Amendments / Modifications to Tenders

The tenderer, after submitting its tender, is permitted to submit alterations/modifications to its tender so long such alterations/modifications are received duly sealed and marked like original tender, upto the date & time of receipt of tender. Any amendment/modification received after the prescribed date & time of receipt of tenders are not to be considered.

7. Payment Terms:

7.1 Except for purchases under serial no 6.1, the payment terms shall be as approved by the CFA in the sanction sheet, however normal payment terms for indigenous purchases shall be 90% on delivery of the items and the remaining 10% after satisfactory installation/inspection. Terms of payments may be changed from item to item, for example, liveries, stationery and furniture etc. For such items the payment may be made 100% against delivery subject to the inspection and approval by the competent authority. For small purchases upto 25,000/- of any items 100% payment against delivery and inspection may be done.

7.2 Payment terms against dispatch documents through bank are not allowed as far as possible keeping in view the risk involved. However, this may be allowed for Government/ Public Sector Firms.

7.3 Ordinarily, payments should be released only after the services have been rendered or supplies have been made. However, in exceptional cases, an advance up to 30% of the cost can be given with prior approval of Director. Any advance payment to the seller (i.e. private firm) shall normally be made only against a bank guarantee of the requisite amount. Any deviation from this or advance payment against any other mode of guarantee shall be specifically approved by Director/DORD [for projects only].

7.4 If the payment term is against delivery/COD(cash on delivery)/ then after receiving the goods indenter shall inform account section to release the payment after being satisfied.

7.5 For balance payment, after receipt of satisfactory IR the items must be entered in appropriate stock and asset register. The SPS will submit the necessary document complete in all respect within one week to R&D office for project purchases and AS for all other purchases for release of payment. AS will ensure that the payment due are released within 7 working days through cheque/draft/e-payment directly to the seller by registered post/courier/ online transfer (in case of e-payment).

7.6 On specific request from the purchaser the cheque/draft can be given to the purchaser for onward transmission to the seller. In such a case the purchaser shall be responsible for submission of the receipt from the seller to AS. When cheques are sent to sellers directly by Account Section for the balance and final payment a copy of covering letter must be sent to SPS for information and closing the file.

8. Liquidated Damages (Late Delivery)

There should be a suitable provision in the terms & conditions of the contract for claiming liquidated damages of appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible. Such recovery through liquidated damages should be without prejudice to the other remedies to the purchaser under the terms of the contract.

A penalty clause for a penalty of 1% of the delivered price of the delayed goods for each week or part thereof subject to a maximum of 10% of the delivered price is to be incorporated in the contract terms. If the payment term is 100% against delivery and if there is delay in supplying the material then a cheque of penalty amount must be taken from the seller in favour of the Director, PDPM, IITDM Jabalpur.

9. Purchase Sanction and Receipt of items:

All purchases except those in serial no 6.1 must be approved by the CFA.

9.1 If for any reason a financial change in the purchase order is required, the request for such a change shall be thoroughly examined by IA and shall be approved by the CFA before the change is issued in the form of an amendment to the original purchase order by the SPO.

9.2 All purchases, except those listed above serial no 6.1, shall be made through a purchase order placed on the seller by the SPO of the institute, who shall be responsible for receipt of goods and the subsequent dispatch of the receipted goods to the purchaser along with copies of IR.

9.3 The purchaser shall submit the IR within 15 days of installation/delivery as the case may be with appropriate comments.

Wherever the purchase has been processed through a purchase committee, the purchaser shall ensure that the committee has carried out the inspection of the items prior to submission of the IR to SPS.

9.4 The SPS shall be responsible for clearance of all consignments at railway stations, sea, airport, and transport godowns and safe transportation and storage. Insurance of items shall be done before dispatch either by seller or SPS.

9.5 In the event of any shortage/damage/wrong supply, prompt action will be initiated by SPS to rectify the same. In case the supplier fails to rectify the shortage/damage/wrong supply in a

reasonable time, the matter shall be referred to the legal cell to recover the full cost paid. SPO shall lodge Insurance claims, and pursue them vigorously to realize the sum insured.

9.6 Once the purchase has materialized satisfactorily, the items must be entered in the appropriate stock register of the department/project and in the Asset Register of the Institute, where ever relevant.

9.7 The payment order, signing of bills, signing of cheques for the processing of payments and adjustment shall be in accordance with the delegation of powers as enumerated in clause 4.0.

9.8 Any increase in the price of item(s) ordered which is directly and entirely attributable to fresh imposition or increase in Government levies and taxes may be allowed subject to furnishing of sufficient valid written proof by the supplier.

9.9 The Director may at his discretion permit deviations from any of the above provision if he is satisfied that such deviations will be in the interest of the institute and that the insistence on the above provisions can cause inconvenience and delay.

9.10 All purchases/Rate Contract Arrangements will be audited by the Internal Audit Section (IA) of the institute except in the following circumstances;

a) Individual purchases done as per an existing Rate Contract arrangement,

b) a repeat order if there is no change in price.

c) If the value of purchase is less than Rs 15000/-

9.11 The rates should preferably be quoted both in words and figures. All cuttings, overwriting should be duly initialled, failing which the quotation/tender/bid shall be liable to be rejected.

10. Annual Maintenance Contract:

Depending on cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contracts for a suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are specially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for. The paid maintenance should commence only there afterwards.

The annual maintenance contract, repair contract, repair work from the manufacturer / manufacturer's authorized supplier, in respect of various equipment in the institute, may be entered into with the approval from Director for a maximum of 10% of the equipment cost or Rs 1,00,000/whichever is less. In all other cases, quotations will be invited and normal purchase rules shall be adhered to.

In case of renewal of the Annual Maintenance Contract, the following points may be taken care of while sending the proposal for renewal of Annual Maintenance Contract;

- AMC should be from a prospective date. In order to ensure this, the concerned official shall be required to initiate action for renewal of AMC at least 45 days before the expiry of previous AMC.
- In case of renewal, the service report /log book (of xerox copier) should be sent along with the proposal.
- In case of any increase in the AMC cost when compared to previous AMC, necessary justification for increase in price may be obtained from the firm and enclosed along with the indent.
- Advance should be paid against bank guarantee, if the amount is more than Rs.1,00 , 000/

11. Purchasing of Import Items:

Generally the procedure outlined in the previous section shall be followed for procurement of items through import. However, the following is especially applicable to imports.

11.1 Any category of item can be purchased from foreign suppliers subject to restrictions on imports as imposed by the Government of India from time to time.

11.2 Provision of exemption (if applicable) in customs duty must be availed.

11.3 Import should normally be made directly from the foreign principal manufacturers. In the event a purchase is made through an Indian agent of the foreign company, proof that the Indian agent is an authorized agent of the foreign company must be obtained and must be part of the documents pertaining to the purchase. Any commission of the agency which may be payable to the Indian agent can be paid only in Indian Rupees (unless there is a change in Government of India rules which may necessitate payment in foreign currency).

11.4 If a foreign company has opened an office in India then it can authorize any Indian agent to deal with PDPM IIIT DM Jabalpur.

11.5 All imports shall be done through the import unit of the SPS. The Incharge, import unit shall ensure that the item being imported does not fall under the restricted /negative/banned category.

11.6 Request for quotation for items to be procured through import may be sent through email, in addition to registered post /speed post/courier/fax.

11.7 Quotations may be accepted by email for amount less than US\$ 2000 or equivalent but it should be duly verified by the indenter, provided a hardcopy of the same is received before releasing P.O.

11.8 Payment for import shall normally be made through a letter of credit. However, payment can also be made by a draft, subject to the restrictions placed by the Reserve Bank of India.

11.9 Advance payment by a foreign currency draft/TT can be made up to a value of US\$ 10,000/(or equivalent in foreign currency). For such payments, the advance payment will be treated as an advance against the purchase until it is adjusted.

11.10 Term of shipment should be on FOB price of that country and not CIF, as Institute has hired the services of a Freight Forwarder. However CIF price may be accepted as a special case on case to case basis depending on the situation.

11.11 The Incharge, import unit will be responsible for placing orders, opening/amending extending letters of credit, insurance, clearance and transportation of goods, processing for short shipped/damaged goods.

11.12 Wherever required, the Institute shall avail the services of clearing/ consolidation agents for foreign consignments arriving by air/sea. Such clearing agents shall be hired on the basis agreed terms or single consignment basis; whichever may be advantageous to the institute.

11.13 The Incharge, import unit shall maintain a stock register in which all imported items received shall be entered. Delivery of foreign consignments to the purchaser will be made against the signature in this register. All imported items shall be appropriately entered in the departmental stock/ asset register (if applicable).

11.14 Inspection/Installation Reports (I.R.) must be returned to SPS duly approved, or rejected, within three days, failing which it will not be possible to lodge the claim of damage to the Insurance Company and it will be presumed that materials supplied are acceptable to the indenter.

12. Import of items through individual International Credit Card:

12.1 Limit of payment of individual credit card is upto US\$ 2000, or equivalent as per directives of the RBI. The purchaser must take the approval from the CFA in advance.

12.2 Indenter must ensure through import section if the item is not banned/ canalized.

12.3 Indenter should also declare that the item is not for sale, or profit, making it clear that it is exclusively for research purpose.

12.4 Indenter should ensure that the item is of proprietary nature and only this Firm is manufacturing and simultaneously he should also declare that the requirement will be fulfilled by this item only.

12.5 If the item is not of proprietary nature then the indenter should declare the price quoted by the Firm on the email is quite reasonable in comparison with national/international market and that he has assured himself by seeing the prices of different Firms on the internet.

12.6 Indenter should get approval of CFA before placing the order by credit card and inform import section for recording the amount for onward submission to Ministry Of Science & Technology, Department of Scientific & Industrial Research, Delhi, for the registration of exemption (if applicable) of customs duty. For this, one copy of order is to be sent to import section.

12.7 Shipping mode and port of shipment must be clear in the order as to whether the shipment will be Ex-works/FOB/C&F/CIF/FAS/CIF etc.

12.8 Shipping details should be intimated by the indenter to the Import Section before it is dispatched and shipping should be through Institute authorized Freight Forwarder.

12.9 Each and every event development be intimated to the import section to avoid delay in release leading to demurrages for the material.

13. Maintenance of Record

This section describes the records pertaining to items that must be maintained by the Institute, departments, sections, units so as to facilitate proper stock verification, write-off and revaluation of stores, besides the transfer of item from one user to another.

13.1 The Institute shall maintain a record of all purchases in the NCS category in the Asset Register of the Institute. Each entry must contain at least the following information: (a) purchase order number and date, (b) brief specification of the item, (c) date of entry in the Asset Register, (d) name of the department, and (e) cost and project number (if applicable). The total value of all the assets entered in the Asset Register during the financial year shall indicate the value of the assets to be capitalized in the balance sheet of the corresponding financial year.

13.2 The Institute shall maintain a record of all purchases in the LTAS category in the Limited Time Asset Store Register of the Institute. Each entry must contain at least the following information; (a) purchase order number and date, (b) brief specification of the item, (c) date of entry in the Asset Register, (d) name of the department, and (e) cost and project number (if applicable). The total value of all the assets entered in the LTAS register during the financial year shall indicate the value of the limited time assets to be capitalized in the balance sheet of the corresponding financial year.

13.3 Each Department shall maintain the following three separate registers. NCS Stock Register, LTAS Stock Register and Consumables Stock Register. Items in the different categories purchased by the Department shall be entered in the appropriate register.

13.4 Each project shall maintain a project consumables register. All CS items purchased from the project shall be entered in this register. All NCS and LTAS items must be entered in the NCS Stock register or the LTAS Stock register of the associated department. Project investigators, if they wish, may maintain separate NCS and LTAS stock register for their project, but it is necessary to enter NCS and LTAS items as the case may be in the stock register of the associated department. Each register must have consecutively numbered pages after the certificate page and the index, which shall be at the beginning of the register.

13.5 The register should have following certificate on the first page ;

“Certified that this register contains a total of pages and each page has been consecutively numbered on both sides from to”.

Date :

Signature of HOD

13.6 The office shall be the custodian of all Stores, purchase records pertaining to NCS and LTAS items of the institute (including those for projects). All original documents related to any such purchase (including for inquiries, report of purchase committee, sanction sheet, purchase order, invoice/bill, delivery challan, and inspection reports etc) shall remain with office after purchase is complete. These records /documents will be maintained for such periods as may be stipulated by Government Financial Rules of the Central Government. After the stipulated period, the record / documents may be destroyed with the specific approval of the Director.

13.7 Director shall appoint a committee to conduct an annual stock verification of all items on the previous stock register of the department/ project at the end of financial year. The committee shall submit a report in the approved format to the director for onward transmission to office. The office shall be responsible for issuing a notice for annual stock verification every year.

13.8 Once a year the Director shall constitute a Physical Stock Verification committee of not less than three members. This committee shall survey all the NCS and LTAS stores and recommend writeoff for NCS items which are not useable and not serviceable and revaluation for LTAS items which have become obsolete. For NCS the committee shall record the reason for recommending writeoff. For LTAS the committee shall revalue the LTAS and report all those items which may be considered to be as of no value with reasons recorded. Committee shall forward the report to the Director for approval. This report subsequently shall be sent to office for necessary action.

14. Records of Consumable, Non Consumable and LTAS Items Received through Gifts, Donations and Samples received by the Institute.

The Institute has been receiving various types of gifts, donations and non-returnable samples/ components under various schemes as complimentary, under sales promotion or in kind etc from various universities, laboratories, manufacturers, suppliers and even persons. A consolidated record in this regard is maintained by the office. The concerned departments/user sections are, therefore, required to maintain the inventory/details of such items/gifts/samples in their own records and a confirmation to this effect is to be sent to the office not more than with one month of receipt of such items/gifts/samples.

15. Write off, Condemnation and Disposal

15.1 An item may be declared surplus or obsolete or unserviceable, if the same is of no use to the Institute or when the item is beyond economical repair. An item may be rendered surplus, obsolete or unserviceable in the process of upgrading or replacing institute property or when institute property or equipment no longer serves a functional use due to programme, procedure or other changes. Under such circumstances the property and equipment be disposed of in the best interest of the Institute as per the following guidelines with prior approval of the Director.

- a) Wherever possible, the items/equipment is traded under buy back scheme, so as to reduce the cost impact on the new items/ equipment.
- b) If the above option is not available, the property and equipment be sold out rightly with due procedures.
- (c) Obsolete, unusable materials beyond economic repair be disposed off as per procedure.

This manual outlines the procedure for write off and disposal of unserviceable materials.

15.2 Financial Powers

The following table gives the financial limits for writing off of the unserviceable items/materials with an individual value;

Sl. No	Competent Authority	Write off material items for disposal with an value of Rs.
1	Director	Below Rs. 1,00,000/
2	Board of Governors	All powers

15.3 General Procedure for Writing-off the Unserviceable Materials/Items.

15.3.1 The items to be declared the obsolete /surplus/ unserviceable should be examined by a committee at appropriate level to be appointed by the Director to declare an item of stores as obsolete, surplus or unserviceable and order their disposal. The committee should take into account the prescribed or stipulated life period of the stores. In case, such period is not prescribed /stipulated or it is not over, the committee should examine the conditions of stores

and record suitable reasons. If an item has become obsolete/surplus/ unserviceable on account of negligence, fraud or mischief on the part of employee, the same should be brought out clearly.

15.3.2 Where the "life period" has been prescribed on any item and the same is already over, it should normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to see whether the item could be put to further use.

15.3.3 In other cases, where the life period is not over or no life period has been prescribed or stipulated, the reason for declaring the item unserviceable should be clearly recorded such as, may be normal wear and tear, excessive use in public interest, accidental fire, flood and other natural causes, damage due to insect, rats etc.

15.3.4 An item may be declared obsolete / surplus if it is no longer required by the institute. Reasons for the same should be recorded.

15.3.5 In case of loss due to negligence fraud or mischief on the part of any employee responsibility should be fixed.

15.3.6 Authority competent to purchase a store shall be competent to declare the store as obsolete / surplus /unserviceable.

15.3.7 The condemnation Committee shall submit its recommendations in the prescribed form (i.e. FORM GFR 17) obtainable from the office after ensuring that items have become unserviceable, obsolete due to wear and tear and is beyond economic repairs. Separate GFR-17 form should be filled for Account –I , AccountII items/equipments as well as for the value below Rs,1,00,000/and above Rs1,00,000/respectively.

15.3.8 After approval of the Director on the recommendations of condemnation Committee, Department / Section shall forward a copy of the Director's approval to the office with copy to CPC.

15.3.9 Actual physical disposal of items which have been written-off will be done only after the Director has approved the recommendations of the write-off /condemnation committee.

15.3.10 Label the items/ materials for write off.

15.4 The write-off/condemnation Committee shall consist of :

(i) Dean/HOD

-Chairperson

- | | |
|---|----------|
| (ii) One Dy. Registrar, or equivalent | - Member |
| (iii) Incharge (SPS), or his nominee | -Member |
| (iv) Incharge (Internal Audit) or his nominee | - Member |
| (v) Technical expert (Group 'A' rank) or his equivalent | -Member |

15.5 General procedure for materials that have been selected for disposal or obsolete, surplus or unserviceable stores.

Auction Committee shall consist of

- | | |
|---|--------------------|
| (i) DD/Nominee of DD/Any other person deputed by the Director | - Chairperson |
| (ii) Incharge (SPS) or nominee | - Member Secretary |
| (iii) Dy. Registrar/FO/Both or nominee | -Member |
| (iv) One Group 'A' rank officer | -Member |

15.6 Procedure for Auction

15.6.1 After approval of the Director on the recommendations of Condemnation Committee, Department shall forward a copy of the Director's approval to the Member Secretary, Auction Committee

15.6.2 The concerned department shall make arrangement to remove the condemned articles/materials from the Department concerned to the place earmarked for their temporary storage, within a week from the date of receipt of the copy of the condemnation report. Items to be disposed of shall be under the custody of the Member Secretary, Auction Committee until their disposal.

15.6.3 The unserviceable materials shall be disposed of at least once in a year through open/sealed tendering.

15.6.4 The Auction Committee shall decide the mode of auction. As far as possible, the disposal would be through Institute tender notice/press tender notice where interested parties would be issued tender forms to quote the rate under sealed cover.

16.6.5 The tenders should be submitted in a sealed cover superscripted "Tenders for unserviceable materials", in the presence of Committee members and tenderer who may wish to be present.

15.6.6 The tenders shall be accompanied with earnest money deposit for items/stores, by way

of demand draft drawn in favour of the Director, PDPM IITDM Jabalpur.

15.6.7 Tenders received without Earnest Money Deposit would be straight away get rejected, or shall not be entertained.

15.6.8 The tender forms along with the terms and conditions may be obtained from the office on payment of prescribed fee.

15.6.9 The party whose tender is accepted will be required to deposit the balance amount (after adjustment of earnest money deposit) within a period of five days of the receipt of the order/notification. If the amount is not deposited within the aforesaid period, the acceptance of offer shall stand cancelled and the earnest money shall be forfeited.

15.6.10 After depositing the balance amount the party should lift the goods within a period of seven days. If the goods are not removed within the said period, the tenderer shall have no right or claim to the goods and whatever money have been deposited shall be deemed to have been forfeited. The institute shall be free to dispose of the goods in any manner as it may deem fit.

15.6.11 A sale account of auction shall be prepared (in triplicate) in the prescribed form and shall be submitted to the Director duly signed by the Chairman/ Members Secretary of Auction Committee.

15.6.12 The institute shall reserve the right to reject all or any tender without assigning any reason. The decision of the Director in this behalf and all other matters relating to the disposal shall be final and binding.

15.6.13 On receipt of the sale account the department/section/store purchase section will write off the auctioned items from the inventory/Asset Register.

15.6.14 For item not covered by the above procedure, special permission of the Director shall be obtained.

15.6.15 The Members Secretary Auction Committee shall arrange for the handing over of unserviceable materials to the successful tenderer after the deposit of the auction money in the institute.

15.6.16 It has been observed that very negligible value is quoted for items like Computers, Printers, Typewriters and Furniture etc. It will be, therefore, appropriate, if the preference is given to institute employees while selling off the above items after taking approval from the Director.

15.6.17 In case of any dispute, the jurisdiction of the matter should invariably remain with the courts situated at Jabalpur City (M.P.)

15.6.18 The tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays should not be considered. Incomplete and unsigned tenders should not be considered at all. Offers sent through fax/email/telegram will not be accepted.

15.6.19 Cases not covered by the Purchase manual will be decided by the Director in the interest of Institute.

**Indian Institute of Information Technology, Design
and Manufacturing, Jabalpur**

Supplier Registration Form

Firm's Name : _____

Owner's Name : _____

Full Postal Address : 1. _____

PIN _____

2. _____

PIN _____

E-mail address : _____

Website address : _____

Contact Person's Name : _____

Contact No. : Phone No: Mobile No Fax No. City: State:

Sale Tax Registration No. : MPST/VAT No. _____ CST No. _____

(Enclosed Xerox copy) TIN _____

PAN : _____

(Enclosed Xerox copy)

Shop Act Registration No. : _____

(Enclosed Xerox Copy)

Excise Registration No. : _____

(Enclosed Xerox copy)

Current Bank Account No. : _____

Bank Name and Branch: _____ (Statement of last twelve months should be enclosed)

Manufacturer or Supplier : _____

(In case of supplier please enclose authorization of your Principal)

List of the organizations to whom the materials have been supplied

Item(s) name you want to supply: (Major category)

Computer Furniture Chemical Glassware Electronic Liveries Medicines

Scientific Equip. Stationery etc. _____

Signature with Seal

Note: Supplier must print CST/MPST/TIN No. on their Letter Head/Bill/Quotations

**Indian Institute of Information Technology, Design
and Manufacturing, Jabalpur**

Renewal Registration Form

Firm's Name : _____

Owner's Name : _____

Full Postal Address : 1. _____

_____ PIN _____

E-mail address : _____ Website address : _____

Contact Person's Name : _____

Contact No.	: Phone No:	Mobile No
	Fax No.	City: State:

TIN No. : _____

PAN : _____

(Enclosed Xerox copy)

Shop Act Registration
No. : _____

(Enclosed Xerox Copy)

Current Bank Account
No. : _____

Manufacturer or Supplier : _____

(In case of supplier please enclose authorization of your Principal)

List of the organizations to which the materials have been supplied

Item(s) name you want to supply: (Major category)

Computer Furniture Chemical Glassware Electronic Liveries Medicines

Scientific Equip. Stationery etc. _____

Signature with Seal

Note: Supplier must print CST/MPST/TIN No. on their Letter Head/Bill/Quotations

**Indian Institute of Information Technology, Design
and Manufacturing, Jabalpur**

PROPRIETARY CERTIFICATE FORM

I hereby certify to the best of my knowledge and belief that the item(s) indented is are
proprietary of M/s

and price quoted appears to be reasonable. And the requirement of the department will not be
met by any substitute due to the following reasons:

1-----

2-----

Indenter

Purchase Committee Members

1. Name: Sign:

Designation:

2. Name: Sign:

Designation:

3. Name: Sign:

Designation:

ANNEXURE – VI

MEDICAL ATTENDANCE AND
TREATMENT POLICY OF THE
INSTITUTE

Annexure VI

PDPM

Indian Institute of Information Technology, Design & Manufacturing Jabalpur

MEDICAL ATTENDANCE AND TREATMENT POLICY

1 Eligibility of Family Members for Medical Attendance and Treatment

- 1.1 Permanent staff of the Institute as well as their family members shall be entitled to Medical Attendance and Treatment, including Reimbursement, as per procedures accorded by the Board of Governors from time to time.
- 1.2 The term "family" shall include (i) wife or husband of a member of staff, as the case may be, (ii) parents, children and step children who are wholly dependent on the member of staff.
- 1.3 For the purposes of determining dependency, the following criteria shall be followed:
 - *Son* – A son shall be considered dependent till he starts earning or attains the age of 25 years, whichever is earlier,
 - *Daughter* – A daughter shall be considered dependent till she starts earning or gets married whichever is earlier irrespective of her age.
 - *Parents* – Parents shall be considered dependent if they are residing with the staff member and their income from all sources, including pension, does not exceed Rs. 1500/- pm.
 - *Economically independent parents* - Parents of such faculty/staff who are economically independent but are physically staying with them in the campus shall be permitted to have Medical Consultation only at IITDM Jabalpur Health Center at a nominal charge @ Rs.50/- per visit. In such a case the concerned staff will be required to give an undertaking at the Health Center and the amount will be deducted from his/her salary.
 - *Any other dependent (s)* also entitled as per Government norms.
 - If a staff member has gone on deputation/leave to another Institute/Organization but his/her family members have been staying in the Institute Campus, his/her family members shall be eligible to avail medical facilities such as (i) consultation, (ii) issuing of medicines available in the Health Center/Institute as well as those obtained through Supply Order and (iii) reimbursement towards Medical Treatment at IITDM Jabalpur Health Center as well as the hospitals recognized by the Institute. In such a case, the concerned employee, however, will be required to give an undertaking that he/she shall not claim any Medical benefits for his/her family members from the Institute/organization where he/she is presently working on deputation/leave. He/she would be required to furnish a certificate to this effect from the Institute/organization of work during deputation/leave.
- 1.4 If both, husband as well as wife, are employed in the Institute, either of them can choose to prefer the claim of medical facilities on behalf of self and the family, by declaring the fact, through a joint declaration.
- 1.5 If the spouse of a staff member is employed in a State/Central Government./another Autonomous/Corporate body, he/she can choose to claim the medical facilities either from the Institute or from the spouse's employer by declaring the same through a joint declaration.

- 1.6 When the spouse is employed in a private organization where the medical facility is not available or when it is available for self only, a letter to this effect should be produced from the employer of the spouse.

2. Medical Record and Booklets

- 2.1 The Institute shall issue Medical Booklets to the staff member and his/her eligible family members with all the relevant information including the photograph. The system of affixing photograph of the beneficiary on the medical booklet must be strictly followed. Separate booklets in different colors would continue to be issued for students, staff and their families.
- 2.2 When a dependent daughter/son reaches the age of 18/25 years and in respect of dependent parents, the concerned staff member must fill up the form for updating the records with the concerned Establishment Section and get the medical booklets revalidated every year.
- 2.3 The Medical Booklets will be renewed/ revalidated/ replaced as per rules prescribed by the Institute from time to time.
- 2.4 Treatment facilities for dependents will be allowed only on the basis of valid booklets which have been renewed/ revalidated. The eligible persons desirous of availing the medical attendance and treatment shall be required to produce their Medical Booklet at the Health Center.
- 2.5 The medical booklets, also maintained as electronic booklets, should present the medical history of the holder. Suitable entries in respect of outside treatment should also be made therein by IIITDM doctors.
- 2.6 The booklets must be surrendered when a student/staff leaves the Institute.

3. Medical Reimbursement Rules

3.1 Medical Reimbursement which are Not Reimbursable

- Medicines and other items which are declared by the Government of India as inadmissible and published in the CSMA Rules will not be reimbursed.
- Cost of spectacles is not reimbursable.
- Cost of dentures as well as treatment for Orthodontia is inadmissible.
- The Institute will not reimburse expenditure on medical attendance availed in an unrecognized hospital except in emergency based on the recommendations of the Medical Board.
- The facility of Medical Attendance and Treatment is not extended to the sponsored students as well as to the dependents of students.
- No reimbursement/supply order is permitted in respect of students or their spouse/dependents.

3.2 Reimbursable Medical Expenses against the OPD Treatment

- The cost of radiological, pathological investigations, medicines purchased from the market against the referral for the OPD treatment may be referred in the *Medical Claim Form for the OPD Treatment* only. In such a situation, the reimbursement claim as well as the cash memos should be necessarily countersigned by the institute CMO affixing the IIITDM Health Center stamp.
- Proper break up of charges for various investigations, minor procedures etc must be provided along with the claim.

- For the reimbursement of eligible expenses, the claim form duly completed by the concerned staff member and counter-signed by the Institute CMO may be forwarded to Accounts Section.
 - On the referral of the Authorized Medical Attendant /CMO of the Institute a patient should be referred to the Out-Patient Department (OPD) of Government/recognized hospitals/dispensary unless reference to a specialist is considered necessary and charged levied at OPD shall be reimbursable. Such medical claim should be countersigned by the AMA/CMO of the Institute.
 - When treatment of specialist Doctor is considered necessary it will be restricted to two consultations only within 5 days for single treatment. The medical claims should be countersigned by the AMA/CMO of the Institute.
- (a) Prolonged medical attendance and treatment be obtained from very beginning on the specific advice of AMA/CMO of the Institute.
- (b) In case of prolonged treatment not requiring hospitalization may be define as a case of single and continuous spell of illness will be allowed maximum of 4 consultation within 15 days from specialist Doctor/OPD as the case may be.
- After completion of treatment from Institute's AMO/CMO, OPD, Specialist Doctor medical reimbursement bill should be submitted to the Institute for reimburse meant within 60 days and for indoor patient it should be submitted within 120 days otherwise it will be time-barred.

3.3 Reimbursable Medical Expenses against the Indoor Treatment

- Charges against the Indoor Treatment including the hospital bills, stay charges, operation and allied charges, investigation charges, cost of medicines supplied by the hospital/purchased from market etc, when incurred as per rules, are reimbursable. Such expenses may be referred in the *Medical Claim Form for the Indoor Treatment*. The form duly filled in by the concerned staff member and counter-signed by authorized Doctor of hospital and the institute CMO with the IIITDM Health Center may be forwarded to Accounts Section. All medical claims should be referred as early as possible, but not later than 3 months after the date of discharge to the hospital. The time-limit of three months for presentation of medical claim should be strictly adhered to.
- The reimbursement of admissible items in respect of indoor treatment in recognized hospitals will be made after the charges are certified by the Consultant and/or Medical Superintendent of the treating recognized hospital and the Chief Medical Officer, IIITDM Health Center as per approved rates/entitlement.

4 **General Rules**

- 4.1 Package rate is defined as the lump sum cost of in-patient treatment or diagnostic procedure for which a patient has been referred by competent authority or CGHS to Hospital or Diagnostic Center. This includes all charges pertaining to a particular treatment/procedure including admission charges, accommodation charges, ICU/CCU charges, monitoring charges, operation charges, anesthesia charges, operation theatre charges, procedural charges/surgeon's fee, cost of disposable, surgical charges and cost of medicine used during hospitalization, related routine investigations, physiotherapy charges etc.
- 4.2 The package rate does not include diet, telephone charges, TV charges, cost of cosmetics, toiletry, tonics and medicines advertised in mass media. Cost of these, if offered, on request of patients must be realized from the individual patient and is not to be included in packages charges.
- 4.3 The hospitals/diagnostic centers recognized by the Institute will not be allowed to charge more than the package rate from the beneficiary.
- 4.4 The maximum permissible duration for stay in the recognized hospital/diagnostic center will be as given below:

- 12 days for specialized procedure,
 - 7-8 days for other non-specialized procedures;
 - 3 days for laproscopic surgery;
 - 1 day for day care/minor procedures (OPD).
- 4.5 In case the beneficiary has to stay in the hospital for his/her recovery for more than the period covered in the package rate, the additional reimbursement shall be limited to room rent as per entitlement, cost of the prescribed medicines and investigations and doctors visits (not more than 2 times a day) for the duration of the additional stay.
- 4.6 The entitlement for indoor treatment would be as under:
- i. Basic pay up to Rs 5,499/-: General Ward,
 - ii. Basic pay Rs 5500- to 10,500/-: Semi-Private Ward;
 - iii. Basic pay Rs 10,051- and above: Private Ward.
- 4.7 Package rate offered to CGHS for treatment in Semi-Private Ward is mentioned and indicated in the rate list at Annexure-C.
- 4.8 It has been decided that the CGHS beneficiaries taking treatment in the above mentioned hospitals with the prior permission of the CGHS will be entitled for re-imbusement as per the package rates given in the Annexure C. The rates for indoor treatment mentioned in attached Annexure are for Semi-Private Category. For private ward there will be an increase of 15% and for general ward there will be a decrease of 10%.
- 4.9 Charges for the implant shall be reimbursed as per actual except for the items where ceiling is defined.
- 4.10 A private Hospital/Diagnostic Center, whose rates for a procedure/test/facility are lower than the approved rates, shall charge the beneficiaries as per actuals.
- 4.11 For investigations and treatment procedures for which admission is not required rates will be same for all categories.
- 4.12 The maximum room rent for different categories would be:
- i. General Rs 500/- per day
 - ii. Semi-private Rs. 1,000/- per day
 - iii. Private Rs. 1,500/- per day
 - iv. Day Care (6-8 hours admission) Rs 500/- per day (same for all categories)
- 4.13 The beneficiaries will have the option of availing specialized treatment/diagnostic tests at CGHS recognized hospitals/Diagnostic Centers of his/her choice after the specialist of the CGHS/Government Hospital/CMO/In-charge of the CGHS Dispensary recommends the procedure/ test.
- 4.14 For non-emergency cases, beneficiaries of Central Government Health Scheme are entitled to medical reimbursement for treatment in hospitals/diagnostic centers CGHS recognized under the scheme after the written permission from the competent authority.
- 4.15 On production of valid permission, the CGHS recognized hospitals/diagnostic centers shall provide credit facilities to faculty and employees on production of Institute I-cards.
- 4.16 The CGHS recognized hospitals/diagnostic centers will provide necessary medicines & all disposable sundries of standard quality and will not get them purchased through CGHS beneficiaries.
- 4.17 Visiting faculty shall be treated at par with regular faculty of the institute. The maximum ceiling for in-door treatment for visiting faculty will be Rs 50,000.
- 4.18 Contractual Employee on scale shall be treated at par with a regular employee.

- 4.19 Contractual Employee on consolidated salary will be provided OPD facility at the Institute Health Center or the hospitals recognized by it/ CGHS recognized hospitals.
- 4.20 Reimbursement for medicines will be allowed only when they are not available at the Institute Health Center.
- 4.21 Daily wage workers will be given only the OPD facility. Only those medicines which are available at the Institute dispensary will be provided in such cases. No reimbursements claim will be accepted.
- 4.22 In case of Indoor patient for major disease on the estimation of hospital authority medical advance will be given as per recommendation of AMA/CMO of the Institute.. Advance amount cannot exceed 75% of the recommended amount. Advance will not be given after submission of Medical Reimbursement Bill.
- 4.23 In case of misuse of medical reimbursement facility, concerned employees of the Institute will be denied all medical privileges for the next three years. If the misuse is repeated for the second time, concerned employee will lose the benefits of the Medical facilities for the rest of his service at IIITDM Jabalpur not withstanding any other action that may be initiated under the Conduct Rules of the Institute.

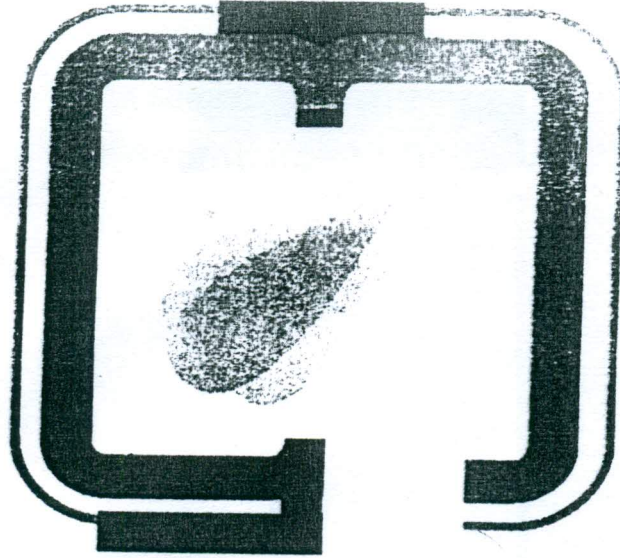
5 Medical Facility for Students

- 5.1 Basic Medical facilities for common diseases like fever, cold etc will be provided by the Institute through its doctor at the Institute Health Center. It will include providing medicines for the above mentioned diseases. In case Institute appointed doctor deems fit that the concerned patient needs to consult a specialist, the Institute shall reimburse doctor's fees only if the concerned doctor is on Institute's panel of selected doctors. If medicines prescribed by the specialist are not available at the Institute's dispensary their cost will be reimbursed at 80% of the total amount, including specialist doctor's fees.
- 5.2 Institute shall reimburse 100% costs for common pathological tests of blood, urine and stool. While for other tests only 50% of the cost shall be reimbursed.
- 5.3 In case institute doctor or a doctor on institute panel advises for tests like CAT-scan etc., then only 50% of the cost of such test shall be borne by the institute.
- 5.4 On Case to case basis a student may be given advance for medical treatment. This advance from Students' Benefit Account shall only be given to students who have weak financial background. The recovery of such advance will be done before completion of a students' programme.
- 5.5 In case, a student is injured while working in a lab, institute shall provide the best medical facility available in Jabalpur city subject to the maximum amount of Rs 50,000.
- 5.6 In case, a student is injured while representing institute in a cultural or a sports event, institute shall provide the best medical facility available in Jabalpur city subject to the maximum amount of Rs 25,000.
- 5.7 On the referral of the Authorized Medical Attendant /CMO of the Institute a patient should be referred to the Out-Patient Department (OPD) of Government/CGHS recognized hospitals/dispensary unless reference to a specialist is considered necessary and charged levied at OPD shall be reimbursable. Such medical claim should be countersigned by the AMA/CMO of the Institute.
- 5.8 When treatment of specialist Doctor is considered necessary it will be restricted to two consultations only within 5 days for single treatment. The medical claims should be countersigned by the AMA/CMO of the Institute. If medicines prescribed by specialist Doctor are not available at the Institute's dispensary, their cost will be reimbursed at 80% of the total amount including specialist Doctor's Fee. Prolonged medical attendance and treatment whether Outdoor or Indoor is not allowed for the students.

- 5.9 After completion of treatment from Institute's AMA/CMO, OPD, Specialist Doctor medical reimbursement bill should be submitted to the Institute for reimburse meant within 30 days and for indoor patient it should be submitted within 90 days otherwise it will be barred.
- 5.10 No reimbursement or medical claims will be entertained from students away from campus (leave/vacation).
- 5.11 Medical expenses of the students will be met from membership of SHMC fund.
- 5.12 For such treatment like Dental/Eye/Skin only the cost of medicine be allowed as per Institute norms.
- 5.13 In case of medicine purchased from outside Certification by Institute Doctor that the medicine was not available in the stock.
- 5.14 Spouse and kids of married students residing on campus shall be provided medical facility on payment basis (as fixed by Institute).

ANNEXURE – VII

ANNUAL ACCOUNT OF THE
INSTITUTE FOR THE FINANCIAL
YEAR 2008-09



Annual Statement of Account 2008-09

PDPM

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING, JABALPUR
(An Institute Established by MHRD, Govt. of India)

IT Bhawan, Jabalpur Engineering College Campus,
Gokalpur, Jabalpur – 482011, (M.P.) India

ANNEXURE - III

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

BALANCE SHEET AS AT 31ST MARCH, 2009

SL. NO.	PARTICULARS	SCHEDULES	(Amount - Rs.)	(Amount - Rs.)
			CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1	CORPUS/CAPITAL FUND AND LIABILITIES			
1.A	CORPUS/CAPITAL FUND	1	339,465,165	212,593,432
1.B	RESERVE AND SURPLUS	2	0	0
1.C	EARMARKED/ENDOWMENT FUNDS	3	667,803	452,110
1.D	SECURED LOANS AND BORROWINGS	4	0	0
1.E	UNSECURED LOANS AND BORROWINGS	5	0	0
1.F	DEFERRED CREDIT LIABILITIES	6	0	0
1.G	CURRENT LIABILITIES AND PROVISIONS	7	69,861,270	20,825,233
	TOTAL		409,994,238	233,870,775
2	ASSETS			
2.A	FIXED ASSETS	8	318,679,225	213,407,740
	INVESTMENTS - FROM EARMARKED/ENDOWMENT	9	0	0
2.B	FUNDS			
2.C	INVESTMENTS - OTHERS	10	39,500,000	4,500,000
2.D	CURRENT ASSETS, LOANS, ADVANCES ETC.	11	51,815,013	15,963,035
2.E	MISCELLANEOUS EXPENDITURE (TO THE EXTENT NOT WRITTEN OFF)		0	0
	TOTAL		409,994,238	233,870,775
	SIGNIFICANT ACCOUNTING POLICIES	24		
	CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS	25		


(Raghunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS

**NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR**

**INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD/YEAR ENDED
31ST MARCH, 2009**

SL. NO.	PARTICULARS	SCHEDULES	(Amount - Rs.)	(Amount - Rs.)
			CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	INCOME			
A)	INCOME FROM SALES & SERVICES	12	0	0
B)	GRANTS/SUBSIDIES (UTILISED PART) (OTHER GRANTS)	13	0	0
C)	FÉES/SUBSCRIPTIONS	14	9,145,550	3,366,701
D)	INCOME FROM INVESTMENT (Excluding Income from Earmarked/Endowment Funds transferred to Funds)	15	0	0
E)	INCOME FROM ROYALTY/PUBLICATIONS, ETC.	16	0	0
F)	INTEREST EARNED	17	1,156,525	2,315,325
G)	OTHER INCOME	18	339,093	204,432
H)	INCREASE/(DECREASE) IN STOCK OF FINISHED GOODS & WORK-IN-PROGRESS	19	0	0
	TOTAL (A)		10,641,168	5,886,452
2)	EXPENDITURE			
A)	ESTABLISHMENT EXPENSES	20	16,547,817	10,747,835
B)	OTHER ADMINISTRATIVE EXPENSES, ETC.	21	30,282,671	27,384,111
C)	EXPENDITURE ON GRANTS, SUBSIDIES, ETC.	22	0	0
D)	INTEREST PAID	23	0	0
E)	DEPRECIATION FOR THE YEAR	8	16,806,042	0
	TOTAL (B)		63,636,530	38,131,946
	BALANCE BEING SURPLUS/(DEFICIT) FOR THE YEAR		(52,995,362)	(32,245,488)
	ADD: PRIOR PERIOD ADJUSTMENTS	8	(25,254,575)	0
	BALANCE BEING SURPLUS/(DEFICIT) CARRIED TO CORPUS/CAPITAL FUND		(78,249,937)	(32,245,488)


(Ragunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

SCHEDULE - 1 (CORPUS/CAPITAL FUND)

PARTICULARS	CURRENT YEAR (As on 31/03/2009)		PREVIOUS YEAR (As on 31/03/2008)	
BALANCE AT THE BEGINNING OF THE YEAR	212593432		100679932	
ADD: CONTRIBUTION TOWARDS CORPUS/CAPITAL FUND/GRANTS	205121670		141598112	
DEDUCT: EXCESS OF EXPENDITURE OVER INCOME	(78,249,937)		(32,245,488)	
AMOUNT TRANSFER TO CAPITAL EXPENDITURE	0		2560876	
BALANCE AS AT THE YEAR END		339465165		212593432

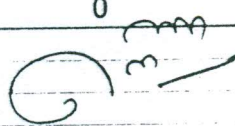

 (Raghunath Bhattacharya)
 Dy. Registrar

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

SCHEDULE - 2 (RESERVES AND SURPLUS)

PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
NIL	0	0
TOTAL	0	0


(Raghunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS
NAME OF THE ENTITY: PT. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING,
JAEALPUR

SCHEDULE - 3 (EARMARKED/ENDOWMENT FUNDS)

SERIAL NO.	PARTICULARS	FUND-WISE BREAK UP					TOTALS	
		VISITING PROFESSOR SCHEME	GRANT (NBHM) FOR INTERNATIONAL CONFERENCE	GRANT (NBHM) FOR POST-DOC FELLOWSHIP	PROJECTS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)	
A)	OPENING BALANCE OF THE FUNDS	236667	2067	110400	102976	452110	201751	
B)	ADDITION TO THE FUNDS:							
	i) DONATIONS/GRANTS	0	0	0	2035500	2035500	762258	
	ii) INCOME FROM INVESTMENTS MADE ON ACCOUNT OF FUNDS				11962	11962	0	
	TOTAL (A + B)	236667	2067	110400	2150438	2499572	964009	
C)	UTILISATION OF FUNDS							
	i) CAPITAL EXPENDITURE							
	- FIXED ASSETS							
	Software	0	0	0	0	1123200	0	
	Equipment	0	0	0	0	172500	0	
	- OTHERS (BOOKS)	0	0	0	0	0	0	
	ii) REVENUE EXPENDITURE							
	- REFUND	236667	0	0	0	236667	101751	
	- RENT						0	
	- OTHER ADMINISTRATIVE EXP.	0	2067	0	0	2067	348266	
	iii) PROJECT EXPENDITURE	0	0	73600	1519435	297335	61882	
	TOTAL (C)	236667	2067	73600	1519435	1831769	511899	
	NET BALANCE AS AT YEAR END (A+B-C)	0	0	36800	631003	667803	452110	

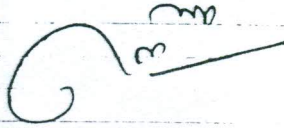
(Raghunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE
OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING,
JABALPUR

SCHEDULE - 4 (SECURED LOANS & BORROWINGS)

PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
NIL	0	0
Total	0	0

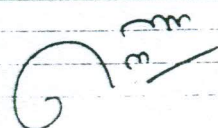

(Raghunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF
INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

SCHEDULE - 5 (UNSECURED LOANS & BORROWINGS)

PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
LOAN FROM BANK OF MAHARASHTRA	0	0
TOTAL	0	0



(Raghunath Bhattacharya)
Dy. Registrar

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF
INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

SCHEDULE - 6 (DEFERRED CREDIT LIABILITIES)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
A)	ACCEPTANCES SECURED BY HYPOTHYICATION OF CAPITAL EQUIPMENT AND OTHER ASSETS	0	0
B)	OTHERS	0	0
	TOTAL	0	0


 (Raghunath Bhattacharya)
 Dy. Registrar

FORM OF FINANCIAL STATEMENTS

**NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR**

SCHEDULE - 7 (CURRENT LIABILITIES & PROVISIONS)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)		PREVIOUS YEAR (As on 31/03/2008)	
A.	CURRENT LIABILITIES				
1	SUNDRY CREDITORS:				
	a) FOR EQUIPMENTS/GOODS	9,736,491		5,917,254	
	b) FOR CONSTRUCTIONS	3,097,799		1,898,482	
	c) FOR OTHERS	59,938	12,894,228	141,920	7,957,656
2	ADVANCE RECEIVED:				
	a) STUDENT FEES FOR THE YEAR 2009-10		2,392,365		
3	INTEREST ACCRUED BUT NOT DUE ON:				
	a) SECURED LOANS/BORROWINGS			0	
	b) UNSECURED LOANS/BORROWINGS		0	0	0
4	STATUTORY LIABILITIES:				
	a) NEW PENSION CONTRIBUTION	23,625		23,625	
	b) GPF PAYABLE (OTHER INSTITUTES)	35,600		15,000	
	c) GIS PAYABLE	2,281			
	d) LIC PREMIUM	1,900	63,406	1,900	40,525
5	OTHER CURRENT LIABILITIES				
	a) SECURITY DEPOSIT PAYABLE	7,809,219		4,059,202	
	b) GRANT FROM MHRD (PLAN)	39,674,043		5,595,713	
	c) OTHER MISCELLANEOUS LIABILITIES		47,483,262	0	9,654,915
	TOTAL (A)		62,833,261		17,653,096
B.	PROVISIONS				
1	INCOME TAX PAYABLE (TDS U/S-192,194/C/I/J)	274,182		405,471	
2	LABOUR WELFARE CESS 1%	1,153,265		681,894	
3	WCT PAYABLE	333,715		364,603	
4	PROFESIONAL TAX PAYABLE	21,927		200	
5	STUDENT BENEFIT ACCOUNT	1,008,250		237,150	
6	HALL MANAGEMENT ACCOUNT	1,885,000		352,000	
7	EXCESS FEE REFUNDABLE	35,623		2,968	
8	TELEPHONE EXPENSES PAYABLE	89,599		20,268	
9	LIABILITIES FOR EXPENSES	2,175,428		35,768	
10	SCHOLARSHIP PAYABLE	51,000			
				1,071,815	
	TOTAL (B)		7,028,009		3,172,137
	TOTAL (A+B)		69,861,270		20,825,233


 (Raghunath Bhattacharya)
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FORM OF FINANCIAL STATEMENT
SCHEDULE - 8 (FIXED ASSETS)

NAME OF THE ENTITY: PL. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

Q. No.	DESCRIPTION	GROSS BLOCK			DEPRECIATION		NET BLOCK				
		Cost/Valuation as at beginning of the year (01st April, 2008)	Additions during the year (2008-09)	Deductions during the year (2008-09)	Cost/Valuation at the year-end (31st March, 2009)	Upto Current Year (01st April, 2008)	On Additions during the year (2008-09)	On Deductions during the year (2008-09)	Total to the Year-end (31st March, 2009)	As at the Current Year-end (31st March, 2009)	As at the Previous Year-end (31st March, 2008)
A)	FIXED ASSETS										
I.	LAND:										
II.	BUILDINGS:										
III.	PLANT, MACHINERY & EQUIPMENT										
	a) Lab Equipments	42,350,472	11,530,941		53,881,413	9,422,924	6,152,295		15,575,219	38,306,194	42,350,472
IV.	VEHICLES	2,420,155	52,575		2,472,730	474,636	315,768		790,404	1,682,326	2,420,155
V.	FURNITURE & FIXTURES	8,954,411	5,663,062		14,617,473	1,949,370	1,649,808		3,599,178	11,018,295	8,954,411
VI.	OFFICE EQUIPMENTS	1,090,261	317,631		1,407,892	299,368	175,894		475,262	932,630	1,090,261
VII.	COMPUTER										
	a) Computer Peripherals	6,858,663	864,772		7,723,435	3,837,496	2,551,848		6,389,346	1,334,089	6,858,663
	b) Computer Software	8,268,005	8,221,112		16,489,117	5,869,781	3,479,507		9,349,288	7,139,829	8,268,005
VIII.	ELECTRIC INSTALLATIONS	1,108,351			1,108,351	289,551	141,536		431,087	677,264	1,108,351
IX.	LIBRARY BOOKS										
	a) Library Books	5,535,887	1,160,308		6,696,195	2,760,758	2,176,270		4,937,028	1,759,167	5,535,887
	b) Journals (Book)	1,096,650			1,096,650					1,096,650	1,096,650
XI.	AIR CONDITIONERS	1,277,336			1,277,336	350,689	163,116		513,805	763,531	1,277,336
	TOTAL OF CURRENT YEAR (A)	78,960,191	27,810,401	0	106,770,592	25,254,575	16,806,042	0	42,060,617	64,709,975	
	TOTAL OF PREVIOUS YEAR										78,961,191
B)	CAPITAL WORK-IN-PROGRESS										
	a) Boundary Wall (CWIP)	18,288,613	174,586		18,463,199					18,393,299	18,288,613
	b) Campus Road (CWIP)	5,690,291	393,192		6,083,483					6,083,473	5,690,291
	c) Core Lab Complex (CWIP)	32,190,757	27,059,834		59,250,591					59,250,591	32,190,757
	d) Hall of Residence - 1 (CWIP)	44,300,410	45,005,890		89,306,300					89,306,300	44,300,410
	e) Service Block (CWIP)	696,073	1,182,866		1,878,939					1,878,939	696,073
	f) Lecture Hall (CWIP)	688,507			688,507					688,507	688,507
	g) Survey & Site Developments	1,142,722	58,414		1,201,136					1,201,136	1,142,722
	h) Campus Roads	4,640,000			4,640,000					4,640,000	4,640,000
	i) 3 Seater Hostel		5,378,163		5,378,163					5,378,163	
	j) Sewage Treatment Plant		2,947,528		2,947,528					2,947,528	
	k) Electric Installation		468,035		468,035					468,035	
	l) Tubewell & W. Supply		14,000		14,000					14,000	
	TOTAL OF CURRENT YEAR (B)	26,740,186	36,889,093	0	63,629,279	0	0	0	0	63,629,279	26,740,186
	TOTAL OF CURRENT YEAR (A+B)	134,447,549	119,521,701	0	253,969,190	25,254,575	16,806,042	0	42,060,617	318,879,225	134,447,549
	TOTAL (A+B)	213,407,740	147,332,102	0	360,739,842	25,254,575	16,806,042	0	42,060,617	318,879,225	213,407,740

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FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN
INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN &
MANUFACTURING, JABALPUR

SCHEDULE - 9 (INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1	IN GOVERNMENT SECURITIES	0	0
2	OTHER APPROVED SECURITIES	0	0
3	SHARES	0	0
4	DEBENTURES & BONDS	0	0
5	SUBSIDIARIES & JOINT VENTURES	0	0
6	OTHERS (BANK FIXED DEPOSIT)	0	0
	TOTAL	0	0

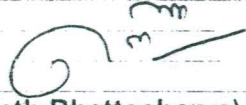
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FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

SCHEDULE - 10 (INVESTMENT - OTHERS)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)		PREVIOUS YEAR (As on 31/03/2008)	
1	IN GOVERNMENT SECURITIES	0		0	
2	OTHER APPROVED SECURITIES	0		0	
3	SHARES	0		0	
4	DEBENTURES & BONDS	0		0	
5	SUBSIDIARIES & JOINT VENTURES	0		0	
6	OTHERS				
	a) FIXED DEPOSIT IN BANK-AGAINST LC	0		0	
	b) FIXED DEPOSIT - OTHERS	39,500,000	39,500,000	4,500,000	4,500,000.00
	TOTAL		39,500,000		4500000


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FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

SCHEDULE - 11(CURRENT ASSETS, LOANS, ADVANCES ETC.)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)		PREVIOUS YEAR (As on 31/03/2008)	
A)	CURRENT ASSETS:				
	1. Inventories				
	a) Stores & Spares		0		0
	b) Loose Tools		0		0
	c) Stock-in-trade		0		0
	2. Sundry Debtors:				
	a) STUDENT FEE RECEIVABLE	26,203		90	
	b) HALL MANAGEMENT ACCOUNT	0		0	
	c) STUDENT BENEFIT ACCOUNT	0	26,203	0	90
	3. Cash Balance in Hand		0		0
	4. Bank Balances:				
	a) With Scheduled Banks:				
	-On SBI (Grant) Current Account	15,616,343		3,523,410	
	-On Canara Bank (Grant) Savings Account	3,407,811		3,354	
	-On SBI FEE Account	1,567,528		6,246,351	
	-On SBI (Project) Account	667,703	21,259,385	213,376	9,986,491
	b) With Non-Scheduled Banks:				
	TOTAL (A)		21,285,588		9,986,581
B)	LOANS, ADVANCES & OTHER ASSETS				
	1. Loans:				
	a) Staff		0		0
	b) Other Entities		0		0
	c) Others		0		0
	2. Advances and Other Amount Recoverable				
	a) On Capital Account				
	i) Advance (Mobilisation/Adhoc/Secured/Purchase)	25,042,938		1,641,552	
	ii) Security Deposit (Receivable)	292,850		161,711	
	iii) Advance for Exp.	139,124	25,474,912	131,937	1,935,200
	b) Pre-Payments				
	i) On-line Journals	2,635,898		3,953,549	
	ii) BSNL	467,418		0	
	iii) Prepaid Expenses	85,277	3,188,593	13,710	3,967,259
	c) Receivables				
	i) Interest Accrued Receivable (SB -A/C)	0		53,865	
	ii) Recovery Staff	0		20,130	
	iii) Recovery Student	0		0	
	iv) Central Scheme Scholarship	1,297,356	1,297,356	0	73,995
	3. Income Accrued:				
	a) On Investments from Earmarked/Endowment Funds	0		0	
	b) On Investments - Others	568,564		0	
	c) On Loans & Advances	0		0	
	d) Others	0	568,564	0	0
	4. Claims Receivable:	0	0	0	0
	TOTAL (B)		30,529,425		5,976,454
	TOTAL (A+B)		51,815,013		15,963,035

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FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

SCHEDULE - 12 (INCOME FROM SALES/SERVICES)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	Income From Sales		
	a) Sale of Finished Goods	0	0
	b) Sale of Raw Materials	0	0
	c) Sale of Scrap	0	0
	d) Others	0	
2)	Income From Services		
	a) Labour & Processing Charges	0	0
	b) Professional/Consultancy Services	0	0
	c) Agency Commission & Brokerage	0	0
	d) Maintenance Services (Equipment/Property)	0	0
	e) Others	0	0
	TOTAL	0	0


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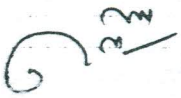
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NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

SCHEDULE - 13(GRANTS/SUBSIDIES) (REVENUE)

(Irrevocable grants & Subsidies Received)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	Central Government (MHRD) (PLAN)	0	0
2)	State Government (s)	0	0
3)	International Organisations	0	0
4)	Others	0	0
	TOTAL	0	0
	TRANSFERRED TO INCOME/EXPENDITURE ACCOUNT		
	TRANSFERRED TO CAPITAL/CORPUS FUND		


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SCHEDULE - 15 (INCOME FROM INVESTMENTS)

SL. NO.	PARTICULARS	Investment from Earmarked Fund		Investment - Others	
		CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	Interest				
	a) On Govt. Securities	0	0	0	0
	b) Other Bonds/Debentures	0	0	0	0
	c) On Bank Fixed Deposits	0	0	0	0
	d) On Savings Bank Deposits	0	0	0	0
2)	Dividends				
	a) On Shares	0	0	0	0
	b) On Mutual Funds Securities	0	0	0	0
3)	Rents	0	0	0	0
4)	Others	0	0	0	0
	TOTAL	0	0	0	0
	TRANSFERRED TO EARMARKED/ENDOWMENT FUND	0	0	0	0



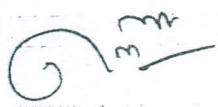
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FORM OF FINANCIAL STATEMENTS

**NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE
OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING,
JABALPUR**

SCHEDULE - 17 (INTEREST EARNED)

SL. NO.	PARTICULARS	Amount	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	On Term Deposits:			
	a) With Scheduled Banks			1,784,285
	Received	115,923		
	Accrued	568,564	684,487	
	b) With Non-Scheduled Banks		0	0
	c) With Institutions		0	0
	d) Others		0	0
2)	On Savings Accounts:			
	a) With Scheduled Banks		351,549	128,652
	b) With Non-Scheduled Banks		0	0
	c) With Post Office Savings Account		0	0
	d) Others		0	0
3)	On Loans:			
	a) Employees/Staff		0	0
	b) Others		0	0
4)	Interest on Advances		120,489	402,389
	TOTAL		1,156,525	2,315,325


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FORM OF FINANCIAL STATEMENTS

**NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF
INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR**

SCHEDULE - 18 (OTHER INCOME)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
1)	Profit on Sale/Disposal of Assets:		
	a) Owned Assets	0	0
	b) Assets Acquired out of Grants, or received free of cost	0	0
2)	Export Incentives Realised	0	0
3)	Fees for Miscellaneous Services	0	0
4)	Miscellaneous Income		
	a) Sale of News Paper/Periodicals	0	650
	b) Sale of Tenders	92,500	21,500
	c) Stale Cheques (Cheques issued but not presented within validity date)	0	0
	d) Other Miscellaneous Incomes	246,593	161,723
	e) Prior Period Income	0	20,559
	TOTAL:	339,093	204,432



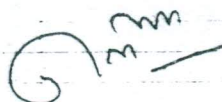
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FORM OF FINANCIAL STATEMENTS

**NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN
INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN &
MANUFACTURING, JABALPUR**

**SCHEDULE - 19 (INCREASE/(DECREASE) IN STOCK OF FINISHED
GOODS & WORK-IN-PROGRESS**

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
a)	Closing Stock		
	- Finished Goods	0	0
	- Work-in-Progress	0	0
b)	Less: Opening Stock		
	- Finished Goods	0	0
	- Work-in-Progress	0	0
	NET INCREASE/(DECREASE) (a-b)	0	0



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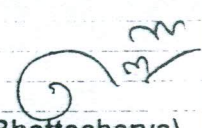
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**NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE
OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING,
JABALPUR**

SCHEDULE - 21(OTHER ADMINISTRATIVE EXPENSES ETC.)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
a)	Advertisement & Publicity	2638845	2,295,162
b)	Bank Charges	20160	9,586
c)	Consumables	568079	359,232
d)	Electricity & Power	2011091	1,617,019
e)	Honorarium	1200090	774,807
f)	Hospitality Expenses	567976	292,534
g)	House Keeping Expenses	2764381	1,265,127
h)	Insurance	68349	2,742
i)	Newspaper & Periodicals	7534	16,490
j)	Other Misc. Expenses	654133	759,144
k)	Postage, Telephone & Communication Charges	1604908	1,250,993
l)	Printing & Stationary	938961	470,715
m)	Professional Charges	521000	162,500
n)	Rent, Rates & Taxes	2682254	1,992,213
o)	Repair & Maintenance	526956	4,146,288
p)	Travelling and Conveyance	2596838	2,004,218
q)	Transportation	1632665	1,011,622
	Total(A)	21004220	18430392
PERTAINING TO ACADEMIC			
a)	Book Grant to Faculties	48066	235,126
b)	Computer Consumables	385319	111,622
c)	Online Journals	5323178	6,565,008
d)	Scholarship/Asst.ship/Pocket Allowance (SC/ST Students)	1908110	1,410,400
e)	Workshop/Seminar Expenses	510041	348,631
f)	Departmental Expenses	430849	10,747
	Student Support Services	472888	272,185
h)	CEED Charges(IIT Bombay)	200000	
	TOTAL(B)	9,278,451	8,953,719
	TOTAL(A+B)	30,282,671	27,384,111


(Raghunath Bhattacharya)
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Pt. DWARKA PRASAD MISHRA
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING, JABALPUR

SCHEDULE FORMING PART OF THE ACCOUNTS FOR THE PERIOD ENDED
31ST MARCH'2009.

SCHEDULE - 24 (SIGNIFICANT ACCOUNTING POLICIES)

A] ACCOUNTING CONVENTION

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting as per the Common Format of Accounting prescribed by Ministry of Human Resource Development (MHRD) for all Central Autonomous Bodies.

The account has been maintained through following vouchers: Receipts/ Payment/ Journal/ Purchase vouchers. The payment made under direct expenditure heads and through creditors under the category: General Creditors, Purchase Creditors, and Construction Creditors.

B] INVENTORY VALUATION

Being an Educational Institution, Stores and Spares (including machinery spares) and consumables have been valued at cost.

C] INVESTMENTS

There are no investments other than Bank Fixed Deposits, which are valued at cost only. No brokerage or other expenses have been incurred in making such investments.

D] EXCISE DUTY

Being an Educational Institution, there is no such item of production which attracts excise duty.

E] FIXED ASSETS

Fixed assets are valued at cost of acquisition inclusive of inward freight, duties and taxes and incidental and direct expenses related to acquisition.

No fixed asset has been received directly by way of non-monetary grant during the year under consideration.

F] DEPRECIATION

The Institute has not charged depreciation on the assets, being created out of Grant from Govt. of India and as per General Financial Rules 2005 it was not to be charged, as stated in the Accounting Policies in the previous year.

However, as per the report of Principal Acctt. General (Civil & Con. Audit) M.P. Gwalior vide No. OAD-II/SAR/PDPM-III/2007-08/10 dated 16th April' 2009 the accounts the Institute were qualified being assets overstated and expenditure understated to the extent of non provision of Depreciation of Rs.1.03 crores.

In view thereof, the Administration of Institute decided to provide the Depreciation on assets for the current year totaling Rs.1.68 crores, besides Rs.2.53 crores for previous year i.e. 2005-06, 2006-07 & 2007-08.

This being a change in accounting policy to meet the statutory requirement.

Depreciation is provided on straight line method as per rate specified in the Income Tax Act 1961.

G] MISCELLANEOUS EXPENDITURE

There is no deferred revenue expenditure during 2008-09.

H] ACCOUNTING FOR SALES

This is being an Educational Institution there is no sales during the year under consideration.

I] GOVERNMENT GRANTS/ SUBSIDIES

As the Institute is fully funded by the Ministry of Human Resource Development and the grants are treated as irrevocable, the same has been accounted on accrual basis. However, there was no such part of the grant to be received which could have been accounted on accrual basis in 2008-09. Total Grant received is capitalized under Corpus Fund.

J] FOREIGN CURRENCY TRANASCTIONS

There is no such foreign currency transaction during the year under review.

K] LEASE

There is no lease rental either paid or due during the financial year.

L] RETIREMENT BENEFITS

As the institute is newly setup the liability towards retirement benefits like gratuity and leave encashment does not arise. However, in future years the proper provisioning will be done on the actuarial valuation for retirement benefits as per Accounting Standard - 15.

M] MISCELLANEOUS

The figures of corresponding period of previous year have been re-grouped /re-arranged wherever necessary.

**PI. DWARKA PRASAD MISHRA
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING, JABALPUR**

SCHEDULE FORMING PART OF THE ACCOUNTS FOR THE PERIOD ENDED
31ST MARCH'2009.

SCHEDULE - 25 (CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS)

CONTINGENT LIABILITIES: Nil

NOTES ON ACCOUNTS:

A] STUDENTS FEES ACCOUNT

Fees received during December'2008 for the Semester January – June'2009 is accounted for on accrual basis. Hence, Rs 2392365/- being fees for 2009-10 is shown as Current Liabilities.

B] CCB COUNSELING FEES

The CCB fees is deposited by the students @ Rs 15000/-(Other) and Rs.5000/- (SC/ST) per student at the time of counseling of AIEEE. The Central counseling board refunds the entire amount to Institute after the counseling and the Institute refunds the same when student reports for admission in the Institute. The CCB fees taken as Receipts & payment in the Financial year in the year of Receipt &/or Payment.

C] LAB EQUIPMENT IN TRANSIT

Capital goods in transit in Fixed Asset of Rs 63629279/- include imported lab equipments of Rs 27150186/- lying at CWC Ware House, New Delhi since last year. The said equipment is in process for clearance from DSIR for exemption of custom duty.

D] GRANT RECEIVED

- 1) Grant received during the year of Rs 23.92 crore is shown in the Statement of Receipt & Payment and the effect of Grant Utilised has been credited to Capital/Corpus Fund in the Balance Sheet and not taken as an Income in the Income & Expenditure Account.
- 2) An amount of Rs.624120/- sanctioned by the Govt. of India Ministry of Social Justice & Empowerment vide No. 11017/85/2007-SCD-I dated 26th Aug.'2008, under the Central Sector Scholarship Scheme of Top Class education for SC Student for 2007-08 during the year 2008-09; is not yet received. As the payment to respective students is made during the year and shown as expenditure in the statement of Income & Expenditure accounts; hence the Grant receivable is shown as income with corresponding debt in the Balance Sheet set forth above.

- 3) An amount of Rs.70630/- sanctioned by the Govt. of India Ministry of Tribal Affairs Education Section vide No. 11021/52/2007-Education Dated 5th Feb' 2009 under the Central Sector Scholarship Scheme of Top Class Education for ST Students received on 23rd March' 2009, but the same is wrongly deposited in SBI saving a/c instead of current a/c (Grant Account). As per the accounting policy, the same is remains to be transferred.

E] INCOME TAX

Being an Educational Institute no provision for Income Tax has been made.

Schedules 1 to 25 are annexed to and form an integral part of the Balance Sheet as on 31-3-2009 and Income and Expenditure Account for the year ended on that date.



(Raghunath Bhattacharya)
Dy. Registrar

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

RECEIPT & PAYMENT ACCOUNT FOR THE FINANCIAL YEAR ENDING 31ST MARCH, 2009

S.NO	RECEIPTS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)	S.NO.	PAYMENTS	CURRENT YEAR (As on 31/03/2009)	PREVIOUS YEAR (As on 31/03/2008)
I OPENING BALANCES							
a)	Bank Balances			i)	EXPENSES		
i)	Canara Bank Grant Account, Jabalpur	3,354	490,569	a)	Establishment	13,856,932	9,057,427
ii)	SBI Grant Account, GEC Campus, Jabalpur	3,523,410	112,133	b)	Administrative Expenses	20,522,759	11,278,045
iii)	SBI Student Fee A/c, Jabalpur	6,246,351	0	c)	CEED	200,000	0
iv)	UBI Grant Account, Jabalpur	0	101,751	ii) PAYMENTS MADE AGAINST FUNDS FOR VARIOUS PROJECTS			
v)	SBI Project Account	213,376	704,453	a)	NBHM - International Conference		74,533
II GRANTS RECEIVED							
a)	From Govt. of India (MHRD) (PLAN)	239,200,000	110,000,000	b)	NBHM - Visiting Professorship/Fellowship		273,733
b)	From Other Sources			c)	Projects (Other Misc. Expenses)	1,596,235	1,596,235
III INVESTMENTS AND DEPOSITS MATURED							
a)	Fixed Deposit Agist L/c	38,500,000	28,552,000	iii) INVESTMENTS AND DEPOSITS MADE			
b)	Fixed Deposit Others		25,180,475	a)	Out of Earmarked/Endowment Funds	0	0
c)	Earmarked/Endow. Funds			b)	Out of Other Funds (Investment - Others)	73,500,000	4,500,000
IV INTEREST RECEIVED							
a)	On Bank Deposits			c)	Out of Other Funds (Investment - Against LC)	0	0
i)	On Savings Bank A/c	405,414	60,533	iv) EXPENDITURE ON FIXED ASSETS & CAPITAL WORK-IN-PROGRESS			
ii)	On Project A/c	11,962	2,061,684	a)	Purchase of Fixed Assets	2,673,722	3,580,184
iii)	On Fixed Deposits	115,923	2,122,217	b)	Expenditure on Capital Work-in-Progress	15,560,873	0
V OTHER INCOMES							
a)	Income from Student Fees			c)	Equipments in Transit (CWC WARE HOUSE)	36,889,093	55,123,688
i)	Regular Income (2008-09)	7,848,338	3,376,155	v) REFUND OF SURPLUS MONEY/LOANS			
ii)	Summer Course	54,060	38,540	a)	NBHM - Visiting Professorship/ Fellowship	236,667	0
b)	Sale of News Paper/Periodicals	92,500	650	b)	UBI Grant Account, Jabalpur (NBHM)	0	101,751
c)	Sale of Tenders	188,231	47,950	vi) OTHER PAYMENT			
d)	Other Miscellaneous Income	0	21,684	a)	Paid to Sundry Creditors		
e)	Other Miscellaneous Fees	0	3,506,479	b)	For Purchase Equipments/Goods	20,224,758	16,647,945
VI OTHER RECEIPTS							
a)	Security Deposits	66,000	436,000	b)	For Construction (Capital work in progress)	76,038,043	73,918,200
b)	TDS Recovered		8,879	c)	For Expenses	14,544,894	11,473,942
c)	Creditors (Cheque Cancelled)	461,620	36,450		Security Deposit Refunded	252,741	95,952
d)	External Scholarship	84,430	64,540	b)	Pre-Paid Expenses	552,695	1,387,996
e)	H.P. Dixit	0	1,068	c)	Student Payments		
VII OTHER RECEIPTS							
a)	Security Deposits	66,000	436,000	d)	-CCB Counselling Fee	190,000	1,045,000
b)	TDS Recovered		8,879		-External Scholarship	84,430	64,540
c)	Creditors (Cheque Cancelled)	461,620	36,450	e)	Security Deposit (Receivable)	58,250	16,000
d)	External Scholarship	84,430	64,540	f)	Payment for Hall Management	352,000	836,947
e)	H.P. Dixit	0	1,068	g)	Student Benefit Account		14,346
VIII OTHER RECEIPTS							
a)	Security Deposits	66,000	436,000	h)	Excess Fee Refund	577,511	145,186
b)	TDS Recovered		8,879	i)	Student fee refund		38,985
c)	Creditors (Cheque Cancelled)	461,620	36,450	j)	CPFE Contribution	21,304	63,232
d)	External Scholarship	84,430	64,540	ix) GIS (Other Institutions)			
e)	H.P. Dixit	0	1,068			4,810	9,612

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PDPM

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR**
(An Institute Established by MHRD Govt. of India)

IT Bhawan, Jabalpur Engineering College Campus, Gokalpur, Jabalpur 482 011 India

GFR 19-A

[See Rule 212(1), GFR – 2005]

FORM OF UTILISATION CERTIFICATE

S.No.	Letter No. & Date	Amount
1	Sanctioned order No. 17-4/2008 T.S.I. dated 24.06.2008	52500000.00
2	Sanctioned order No. 17-4/2008 T.S.I. dated 15.09.2008	52500000.00
3	Sanctioned order No. 17-4/2008 T.S.I. dated 29.12.2008	45000000.00
4	Sanctioned order No. 17-4/2008 T.S.I. dated 27.02.2009	89200000.00
Total		239200000.00

Certified that out of Rs. 239200000/- (Rupees Twenty Three Crores Ninety Two Lacs Only) of Grant-in-aid sanctioned during the year 2008-09 in favour of **PDPM-Indian Institute of Information Technology, Design & Manufacturing, Jabalpur, Madhya Pradesh** under Ministry of Human Resource Development Letter Nos. given in the margin and Rs.5595713/- on account of unspent balance of the previous year a sum of Rs.205121670/- has been utilized for the purpose of Plan expenditure for which it was

sanctioned and that the balance of Rs.39674043/- remaining unutilized at the end for the year will be adjusted towards the grants-in-aid payable during the next year 2009-10.

- 2 Certified that the I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

(Raghunath Bhattacharya)
Dy. Registrar

Dated :

ANNEXURE – VIII

RECOMMENDATIONS OF THE
SENATE HELD ON
MARCH 12, 2009

PDPM

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING JABALPUR**

MINUTES OF 2008/09 1ST MEETING OF SENATE

Held on 12th March 2009 at 3.00 pm in the Conference Room of the Institute

Members Present: Prof. Aparajita Ojha (Chairperson)
 Prof. H. P. Dikshit
 Prof. Manoj Harbola
 Prof. L. K. Pandey
 Prof. B. L. Mishra
 Dr. Samir Khandekar
 Dr. V. Raghuram
 Prof. M. Adhikari
 Dr. P. Tandon
 Dr. T. Sheorey
 Dr. P. Khanna
 Prof. P. Gupta (through video conferencing from IITK)
 Prof. V. Eswaran (through video conferencing from IITK)

Special Invitees: Prof. Amit Ray
 Dr. M. Ravi Babu
 Dr. P. K. Padhy
 Dr. S. S. Lamba
 Dr. B. Gupta
 Dr. C. S. Sastry
 Mr. K.K. Soundra Pandian

Senate/2008-09:1.01 Overview Report of the Chairperson

Senate paid tributes to Late Prof. S. Bhargava for his vision, dedication and significant contribution to the development of the Institute. The Chairperson proposed that the first coming up building of the Institute in the campus, namely Core Lab Complex be dedicated to the memory of Prof. Sanjeev Bhargava, by naming it after him. The proposal was seconded by all senate members and it was unanimously recommended that the Core Lab Complex be named as 'Sanjeev Bhargava Core Lab Complex'.

The Chairperson presented an overview report, which was part of the agenda notes, outlining (i) the lectures given by the visiting Japanese experts (ii) progress on the conferment of deemed university status, (iii) workshop held on compiler design (iv) Dr. Padhy awarded BOYSCAST fellowship and (v) construction activities at new campus etc. Members of the Senate expressed satisfaction over the progress of IIITDM academics and IIITJ- Japanese collaboration, in particular. Further following suggestions were given by the Senate members.

- (i) Students who visited/are going to visit Japanese organizations on exposure visit/ internship should be asked to submit a report on their visit. Further they should also be encouraged to make presentations about their experiences in faculty/Senate meetings.

- (ii) Regarding gifting of CNC machines, the Senate suggested that Institute should make efforts for visit of a person from Japan to complete necessary installations and training of the staff/faculty for the smooth functioning of the gifted item. It was also suggested that an EMF/short term course by the Japanese on the functioning of gifted machine would help understand better the functionality and scope of the machines. Further, the senate felt that the customs duty be paid by the institute to avoid delay in the arrival of machine at the institute.

Senate/2008-09/1.02 Confirmation of minutes of the 3rd meeting of Senate held on February 2, 2009

Minutes of the 2007-08 3rd Meeting of the Senate held on February 2, 2008 were confirmed with minor modifications / corrections of typographical errors.

Senate/2008-09/1.03 Introduction of the dual degree programme

The senate members agreed in principle on the dual degree (B.Tech-M.Tech integrated 5 years) programme. It was felt in the meeting that another round of discussion would be required to curriculum design and specialization aspects of the dual degree programme. The following points were raised/suggested by the members:

- Students in their 6th semester of B.Tech programme should make applications for switching from B. Tech. to dual degree programme.
- Before the commencement of 8th semester, those opted for dual degree programme may be permitted to revert back to 4 year B.Tech programme.
- Financial support may be given to students in dual degree programme during Semesters VIII, IX and X.

The senate deferred the item to the next senate meeting for further discussion on details of specialization and implementation aspects of the programme with respect to the number of courses etc.. Due to certain technical issues related to the course work and project work, it was decided to not to introduce dual degree programme for those graduating in 2009.

Senate/2008-09/1.04 Expansion of Senate

As the existing group of senate members was constituted two years ago the senate felt the need for expansion and restructuring of group of senate members. It was proposed to make following amendment in the Senate Composition.

- (i) Five Associate professors of the Institute in place of three associate professors nominated by rotation.
- (ii) Five Assistant professors of the Institute in place of three assistant professors nominated by rotation.

The proposal was accepted by the Senate for recommendation to the Board. It was also decided to place the names of people who could be members of the Senate in the next meeting.

Senate/2008-09:4.10 Academics/thrust areas/EMF:

In connection with EMF, the senate members suggested the video recording of lectures given by the visiting faculty. The members felt that a stretch of 2.3 weeks may be given for the EMFs offered by the in-house faculty members.

In order to identify the thrust areas for future, the senate encouraged the faculty members of the institute to visit specialized centers at IISc Bangalore, IIT Delhi, JNU Delhi, to name but a few.

Since design is one of the focused areas of the institute, the senate members felt the need for a specialized workshop on design in summer for each batch after it completes 2nd year of B.Tech programme. The members also suggested that courses in design be offered as open electives to senior UG students.

Senate/2008-09/1.05 Approval of UG, PG manuals

The senate approved UG manual. With suggestions for some minor modifications, the senate also approved PG manual in principle.

Senate/2008-09/1.06 Any other item with the permission of the chair

Some of the members suggested that small items could be discussed over email. The Senate approved the suggestion.

ANNEXURE – IX

RATIFICATION OF THE
APPROVAL ACCORDED BY THE
CHAIRMAN ON THE ANNUAL
REPORT OF THE INSTITUTE FOR
THE PERIOD 2007-08



PDPM

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR**
(An Institute Established by MHRD Govt. of India)

IT Bhawan, Jabalpur Engineering College Campus, Gokalpur, Jabalpur 482 011 India

No. IIITDMJ/Dir/2009-10, of
June 22, 2009

The Chairman
Finance Committee/ Board of Governors
PDPM IIITDM Jabalpur

Sir,

Subject: Approval of the Annual Report (2007-08) of the Institute for its
tabling in the current session of the Parliament.

The Annual Report (2007-08) of PDPM IIITDM Jabalpur was printed immediately after the last meeting of its Board of Governors which was held on January 5, 2009. The last meeting of the Board of Governors scheduled held on March 23, 2009 was adjourned, due to unavoidable reasons and therefore the annual report (2007-08) of the Institute could not be placed before the board. Since the current Parliament session is going on, this is to solicit your kind approval of the Annual Report (2007-08) so that the same can be tabled in the current session of the Parliament.

The same will be placed before the Finance Committee and the Board in their forthcoming meetings for ratification.

A Ojha
Aparajita Ojha
Director

Approved

A Jha
Chairman 23/6

Finance Committee/ Board of Governors