विज्ञान एवं प्रौद्योगिकी उच्च अध्ययन संस्थान
(भारत सरकार के विज्ञान एवं प्रौद्योगिकी विभाग के अधीन एक स्वशासी संस्थान)
विज्ञान पथ, पश्चिम बड़ागाँव, गड़चुक, गुवाहाटी -781035, असम : भारत
INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
AN AUTONOMOUS R & D INSTITUTE OF DEPARTMENT OF SCIENCE & TECHNOLOGY, GOVT. OF INDIA
VIGYAN PATH, PASCHIM BORAGAON, GARCHUK, GUWAHATI-781035, ASSAM, INDIA.

Minutes of 18th Finance Committee Meeting of IASST, Guwahati

Date:28.03.2025 **Time: 10.00 Hours**

Venue: IASST,
Guwahati, Assam-781035

Members present

1. Prof. A.K. Mukherjee — Chairman
   Director, IASST, Guwahati
2. Shri Pradip Kr. Singh, Director (IFD) — Member
   Representative of Additional Secretary & Financial Adviser,
   Department of Science & Technology,
   Government of India, New Delhi.
3. Dr. Dhrubajyoti Mandal, Scientist C, — Member (Online Mode)
   (Representative of Head, AI Division)
   Department of Science & Technology
   Government of India, New Delhi.
4. Dr. Ashit Biswas, FAO — Member
   NIPER, Guwahati
5. Prof. Devasish Chowdhury, — Member
   IASST, Guwahati
6. Mr. P. Borkataki, — Member-Secretary
   F.A.O., IASST, Guwahati.

Agenda Item No. 1: Welcome Address

Prof. A.K. Mukherjee, Director of IASST and Chairman of the Finance Committee, welcomed Sri Pradip Kr. Singh, Director IFD, Department of Science and Technology (DST), Govt. of India for his physical presence and the representative of the Head, AI Division of Department of Science and Technology (DST), Govt. of India, Dr. Dhrubajyoti Mandal, Scientist C for attending the meeting online. After his brief welcome address, the Chairman requested the Member Secretary to start the meeting proceedings.

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Agenda Item No. 2: Confirmation of the Minutes of the Seventeenth Finance Committee Meeting of IASST held on 12th July 2024.

Member-Secretary apprised the house that the approved minutes of the 17th Finance Committee meeting were placed in the 18th Governing Council Meeting for recommendation, and the salient points were noted in the minutes of the GC meeting. As no adverse comment was received on the minutes, the Committee confirmed the same.

Agenda Item No. 3: Action Taken Report on the decisions/deliberations of the Seventeenth Meeting of the Finance Committee.

Member-Secretary appraised the actions taken to implement the 17th Finance Committee Meeting recommendations. The Finance Committee noted the action taken report and approved it.

Regarding the proposal for procurement of Major Scientific Equipment during the Financial year 2024-25, the member secretary informed the house that the Atomic Force Microscope (AFM) costing ₹1.65 crore, which was the only approved major equipment for the financial year 2024-25 could not be procured due to some issues regarding technical specification.

The Committee's recommendation for head-wise bifurcation of the Capital Cost budget is noted for future compliance.

The committee members appreciated implementing a Manual for disposing of surplus, obsolete, unserviceable, and scrap items. Members from DST assure that necessary steps will be taken to approve the Rule for the creation/Operation of the Corpus Fund of the Institute as soon as possible.

Regarding the outstanding audit, the recommendation of the Finance Committee is noted under Agenda Item No. 9.

The Committee noted the implementation of enhanced rate of various allowances (HRA, TA, CEA, etc.) consequent upon crossing the DA rate of a specific limit.

Item No.4: Submission of Budget Estimate for the Financial Year 2025-26 and present financial status of the Institute.

The Committee recommended a Budget Estimate of ₹54 crore (Rupees Fifty-four crores) only for the Financial Year 2025-26, consisting of ₹16 crores under the Salary head, ₹18 crore under the General head, ₹15 crore under the Capital head and ₹5 crore under Infrastructure Development head, subject to availability of fund.

Member Secretary appraised the members about the present financial status of the Institute.

The Committee also recommended construction proposals for (i) the Raising of the Existing Boundary Wall and providing Concertina Coil Fencing around IASST, (ii) the Construction of a floor bridge to link the old administration building with the newly constructed CIF building, (iii) the establishment of a campus sewerage system for rainwater disposal and harvesting and with other day-to-day repairing & maintenance work.

Item No.5: Proposal for procurement of Major Scientific Equipment during the financial year 2025-2026.

The Atomic Force Microscope (AFM), which cost Rs.1.65 crores, was approved in the last Finance Committee Meeting. Hence, the Committee recommended completing the procurement process within the next financial year. The member secretary briefed the proposal to procure the high-resolution mass spectrometry (HRMS) by sharing 25% of the equipment cost for the DBT-sponsored QA & QC project. The Committee recommended this procurement and opined that the procurement process be followed in compliance with the prevailing Govt. rules, subject to budget approval. Also, the Institute may seek a buyback provision for the existing AFM, if possible.

Item No.6: Proposal introducing SAP-based ERP module for Finance and Administration.

The Committee suggests submitting a detailed proposal with a cost implication. It was also opined that the possibility of implementing such a proposal in general by all AIs under DST may also be explored.

Item No. 7: Proposal for granting of facilities like reimbursement of telephone/internet charges, reimbursement of newspaper/periodicals bill to the admissible employees and granting of Children Education Allowance to the employees of IASST.

The Committee suggested to follow prevailing Govt. of India Rules and Regulations in this regard.

Item No.8: Current construction status of a Women's Hostel at IASST.

Members of the Committee noted the progress of the Construction and suggested continuing to monitor the work progress to accomplish the Construction as soon as possible.

Item No.9: Discussion regarding outstanding Audit Paras.

The Committee suggested submitting brief details of compliance submitted/pending to the audit paras in the next Finance Committee Meeting for deliberation. It was also opined that compliance should be submitted at the earliest.

As there was no other matter to discuss, the Committee ended with thanks from the chair.

(A.K. Mukherjee)
Chairman

(P. Borkataki)
Member Secretary