

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
FINANCE AND ACCOUNTS SECTION

No. AR (F&A)/IITK/IWD/2014-15

Minutes of the meeting held on 10 December 2014 at 1500 hrs in Room
No. FB212

Following were present:-

1. Prof. A K Chaturvedi - Deputy Director
2. Prof. Onkar Dixit – Dean Infrastructure and Planning
3. Munish Malik – Finance Officer
4. Rajeev Garg – SE (IWD)
5. M K Diwakar – Deputy Registrar (F&A)
6. R K Verma – Executive Engineer
7. Tarun Gautam - Executive Engineer
8. Vinay Kumar Tewari – AEE
9. Vijay Pratap Singh – AEE
10. Raghvendra Singh – Sr. AE
11. P D Anand – Assistant Registrar (IA)
12. S K Gupta – Assistant Registrar (F&A)
13. V N Saxena – Superintendent (F&A)
14. Ram Murti – Superintendent (IA)

A meeting chaired by Deputy Director was called to streamline and document the process of payments of Institute Works Department. After deliberations by the members present, the following points were mutually agreed upon:

IWD's responsibility:

1. Final bills of all contracts will be accompanied by the original expenditure sanction. Exceptions would be tenders accepted by BWC where copy of BWC approval (minutes) would suffice.
2. All bills forwarded for payment should have the signature of passing authority and, where applicable, counter signed by the competent authority.

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3. Top page of bill documents be stamped 'Labour' / 'Project' / 'R&M' in red ink to enable F&A section prioritize payments, the order of priority being: Labour, Project, R&M.
4. Work completion report, duly signed by the indenter, accompanies the passed bill documents. Indenter for each contract may preferably be got approved from the expenditure sanctioning authority at the time of seeking expenditure sanction. This will eliminate delays on account of difference in interpretation between IWD, IA and F&A on the appropriate indenter for particular work.
5. All supporting documents accompanying the bills are properly flagged for smooth processing of bills.
6. All statutory dues including re-imbusement/ payment of service tax, security deposit and ESI/ EPF and price escalation bills are got pre-audited before forwarding to F&A section for payment.
7. Contract booklets, duly updated and signed by the passing authority, accompany all bills where progressive payments are involved.
8. SE, IWD may consider giving counter-signing authority to X-En looking after his charge while the former is away on leave/official business

IA unit's responsibility:

9. Complete pre-audit in five business days.

F&A section's responsibility:

10. Prioritize payment processing as per # 3 above.
11. As there are three cheque signing authorities and only one cheque register (for better control over IWD payments), signing of cheques may be given top priority. This will ensure the cheque register is freed quickly for entering details of cheques that have been readied subsequently.
12. Report on fortnightly basis of IWD payments made, as per MIS format mutually agreed between IWD and F&A to: DD, DOIP, ADPI, AU PICs, FO, SE (IWD), and DR (F&A). Report to be signed by AR (F&A).

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13. Payment vouchers not to be deliberately aggregated as this delays payment. Both DR (F&A) and AR (F&A) are expected to clear and sign cheques, within their delegated authority, at least twice a week.
14. Ensure realistic Non-Plan budget for IWD to avoid delays in last quarter payments.

The meeting ended with vote of thanks to the Chair.

S.No	Name	Designation	Signature and Date
1.	Ram Murti	Superintendent (IA)	
2.	V N Saxena	Superintendent (F&A)	
3.	S K Gupta	Assistant Registrar (F&A)	
4.	P D Anand	Assistant Registrar (IA)	
5.	Raghvendra Singh	Sr. AE	
6.	Vijay Pratap Singh	AEE	
7.	Vinay Kumar Tiwari	AEE (Electrical)	
8.	Tarun Gautam	Executive Engineer	
9.	R K Verma	Executive Engineer	
10.	M K Diwakar	Deputy Registrar (F&A)	
11.	Rajeev Garg	SE (IWD)	
12.	Munish Malik	Finance Officer	
13.	Prof Onkar Dixit	Dean, Infrastructure & Planning	 15.4.15
14.	Prof. A K Chaturvedi	Deputy Director	

Chaturvedi
 16/4/15