

MINUTES OF THE FINANCE COMMITTEE MEETING OF ANIMERS HELD AT 03:30 HOURS ON 02/02/2021 IN THE CONFERENCE HALL OF SECRETARIAT UNDER THE CHAIRMANSHIP OF COMMISSIONER-CUM- SECRETARY HEALTH.

1. The meeting of the Finance Committee of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) was held on 02/02/2021 at 0330 hours in the conference hall of Secretariat under the Chairmanship of Comm-cum-Secretary (Health).
2. The List of participants is in **Annexure-I**
3. At the outset, the Member Secretary, EC (ANIMERS) welcomed all present. The minutes of the meeting held on 23.09.2019 were presented before the Finance Committee (FC) and were confirmed.
4. Thereafter the following Agenda Points were discussed and decisions were taken.

AGENDA 02: A/A & E/S for the preliminary estimates relating to the following civil works at the new medical college campus at Dudhline:-

APWD has submitted the following estimates relating to the civil works at the new medical college campus.

Sl. No	Name of work	Amount	Area (in sq mts.)
01	Construction of New Medical College at Port Blair. SW: Construction of Basic Science Block for Medical College at Dudhline, Port Blair. (Block-D-Lecture Hall).	Rs.22,68,13,130/-	TOTAL PLINTH AREA 1. Ground floor - 1230.20 sqmtr 2. 1 st floor - 1230.20 sqmtr 3. 2 nd Floor 1219.02 sqmtr
02	Construction of New Medical College at Port Blair. SW: Construction of Basic Science Block for Medical College at Dudhline, Port Blair (Block-B & C-Para Clinical).	Rs.53,46,98,748/-	TOTAL PLINTH AREA 4. Ground floor - 3128.31 sqmtr 5. 1 st floor - 3237.34 sqmtr 2 nd Floor 2587.87 sqmtr
03	Construction of New Medical College at Port Blair. SW: Construction of Basic Science Block for medical college at Dudhline at Port Blair. (Block A-Pre clinical)	Rs.39,00,73,617/-	TOTAL PLINTH AREA 6. Ground floor- 2191.43 sq mtr. 7. 1 st floor-2169.60 sq mtr 8. 2 nd floor 2152.74 sq mtr



04.	Construction of Entrance Gate for Medical College at Dudline (Revised Estimate)	Rs.69,84,889/-	
05	SW: Proposed Construction of Boy's Hostel Block-III for Medical College at Dudhline, Port Blair. (Revised Estimate)	Rs.8,10,40,821/-	
06	Construction of 12 Nos. Type-VI Qtrs. (Revised Estimate).	Rs. 12,24,54,117/-	
07	Construction of 01 No Triple Story Transit Accommo-dation for 24 units at New Medical College.	Rs. 10,13,50,315/-	
08	Construction of 02 Nos. Prefabricated lecture hall for Medical College at Dudhine, Port Blair. (Revised Estimate).	Rs.1,66,85,365/-	
09	Construction of Auditorium for Medical College at Dudhline, Port Blair.	Rs.16,20,34,201/-	
	Total	Rs.164,21,35,203.00	

The proposed AA&ES for the above works was placed before the FC. The Chairperson desired to know from OSD (Tech) about the status of already sanctioned works. To this, OSD (Tech) had given a brief account of some of the ongoing works and details about the works which are not commenced yet. Secretary (Health) advised to have pre-fabricated structure in upcoming constructions which is the trend presently in use and which is also cost effective. Matter regarding dismantling / renovating the existing CRPF building for internship was also taken up during the course of discussion. Director (Health) proposed this building for internship of ANIMS. Chairperson has directed to renovate the existing CRPF barrack for accommodating of interns. He further added to explore other means of accommodation like hostels, transit accommodation and Govt. guesthouse as well.

The committee taking into account the slow progress of the ongoing works sensed that there are chances of the estimates being revised due to cost escalation and so, emphasized on completing the already sanctioned works before going ahead with any fresh approvals. The FC opined that ANIMERS at present is not having enough fund to afford all these new sanctions. As every penny is already accounted for the approvals earlier accorded and the available fund is accessible only for expenditure towards these works, fresh approval at this stage will only worsen the already tight budget of the society.

FC thus deferred the new constructions proposal from Sl. No. 01 to 09.

AGENDA 03: Providing installation testing and commissioning of CCTV in existing ANIIMS campus Port Blair.

Director ANIIMS submitted the proposal for installation testing and commissioning of CCTV. The chairperson desired to know whether the proposal is for existing campus or for GBP Hospital. Director (ANIIMS) informed that the Hospital is already installed with CCTV cameras and the instant proposal is for setting up of CCTV cameras within the campus of ANIIMS. On enquiry whether any estimate has been prepared, the OSD (Tech) informed that no estimate has been framed for the instant proposal. To this, Secretary (Health) directed to have a detailed account of the number of cameras to be installed with full particulars of its location and then place it before the FC.

FC thus, citing the current scenario, deferred the proposal.

AGENDA 04: Construction of shopping complex at new campus.

The proposal for construction of shopping complex at new campus has been submitted before the FC. Director (ANIIMS) informed that at present over 500 students are staying in the campus and they are required to travel long distance for meeting day to day errands. He expressed that a shopping complex within the campus would be useful for the residents for getting their day to day requirements.

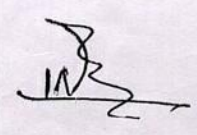
Secretary (Health) desired that it would be better if transport facility is provided to students for their visits to nearby bazaar for their required purchases. He stated that a suitable date and time once in a week may be fixed for this purpose. The committee agreed to the remarks of Secretary (Health) and directed to make the proposed arrangement for the students.

FC thus deferred the proposal.

AGENDA 05: Establishing and maintaining of a skill laboratory.

Director (ANIIMS) had appraised the FC regarding MCI norms wherein it has been mandated for setting up of a skilled laboratory. He further stated that this project will be entirely funded by the central govt. under "Human Resource Development For Emergency Medical Services Scheme". Chairperson enquired as to whether any land has been identified for this purpose. The Director (ANIIMS) informed that no particular area or land is required for the project and this can be established in any room/chamber having required space area. However, the FC recommended that the scheme of this project should first be studied in detail, its condition and specifics noted before placing it before the EC.

FC thus, deferred this proposal till required clarification is received from Director (ANIIMS).



C: FINANCIAL PROPOSALS

AGENDA 06: TA/DA for students of ANIIMS for their travel while on tour to mainland or inter islands.

On recommendation of Dean Academics, Director ANIIMS submitted the proposal of TA/DA to students of ANIIMS for their tour journey to mainland and inter islands.

Secretary (Health) advised Director (ANIIMS) to ensure maximum participation of students in all arenas i.e sports, arts and cultural activities to achieve excellence in State/National level competitions. The Chairperson desired that the approval for these travels may be taken on case to case basis. With regard to rates proposed, he stated that a fixed amount may be paid as travel expenses to students instead of the diverse rates proposed. Secretary (Finance) observed that the proposed flight fare at Sl. No. 10 can be paid given that it must be through Air India and in an economy class. The committee approved it and after a detailed discussion over the rates, it was decided to reimburse the actual expenses towards food and stay or Rs. 1500/-per day, whichever is less.

FC recommended the proposal with the inclusion of above subject to be placed before EC.

AGENDA 07: Formulation of Student Welfare Fund.

Director ANIIMS submitted the proposal for Utilization of Student Welfare Fees.

The Chairperson said that the fund shall be managed with the existing bank account without creating any new accounts for this purpose. The power for utilization of fund may be delegated at the level of Dean Academics and students councils. Secretary (Health) directed to have the process of collection of fees to be digitalized and shall be accepted through online/electronic mode as well. Further he stated that audit of the Student welfare fund accounts must be carried out every year without fail.

FC recommended the proposal to be placed before EC.

AGENDA 08: Finalization & approval for formulation of Merit-cum-means freeship scheme for meritorious students of economically weaker sector of the Islands.

The Finance committee disapproved this proposal stating that any scholarship or freeship scheme should be in consensus with the strategies and policies of the government. The committee opined that framing of any scheme in this regard by the institution would be improper. The committee further pointed out that framing policies and guidelines for the betterment of EWS etc. is the responsibility of the Administration and matter related in this regard has to be decided by Administration / Govt. of India.

FC thus deferred the proposal.



AGENDA 09: Ex-post facts Approval for the opening of Subsidiary Account for GIA (General)

Director ANIIMS submitted a proposal for the opening of Subsidiary Account for GIA (General) for the expenditure met under GIA (Gen) category.

FC considered the ex-post facto approval and recommended ratification of it by EC.

AGENDA 10: Asset Account in ANIIMS Creation of Capital.

Director ANIIMS submitted the proposal for opening of a Subsidiary Account for GIA (Creation of Capital Asset Account) towards the expenditure to be meted out for the purpose of acquiring of equipments and creation of fixed assets.

FC considered the proposal and recommended ex-post facto approval and ratification by EC.

AGENDA 11: Amendment of clause2 (e) of terms and condition of agreement executed with 71 nos of employees.

The proposal for amendment of the above clause wherein there is a provision for 20 days HPL and 08 days CL to the faculties in addition to vacation, which is in contradiction to the terms and condition of agreement executed with 71 nos. of employees.

The Finance Committee suggested having a relook on the whole issue and remedial action initiated. FC directed that audit may be conveyed of the measures taken and its strict compliance in future.

AGENDA 12: Settlement of advance of Rs. 1 Lakh issued to Dr. R.P. Choubey, Ex-Director ANIIMS.

Director ANIIMS submitted the proposal for settlement of advance of Rs.1 Lakhs issued to Dr. R.P Choubey, Ex-Director ANIIMS the above advance was sanctioned vide bill no. 114 dt. 17.03.2016.

FC considered the proposal and recommended ratification of it by EC.

AGENDA 13: Presentation of Audited Statement of Accounts for the year 2018-2019 received from the Chartered Accountant.

The Audited statement of the financial year 2018-19 was presented to the FC. M/s Garodia Co., Chartered Accountants, was appointed for auditing the annual accounts for the year 2018-19 with the approval of Chairman, EC, ANIMERS in terms of Rules and Regulations of the society.

The firm has conducted the auditing of the accounts and has submitted the statements viz Receipt & payment accounts, Income & Expenditure Statements and Balance Sheets for the society ANIMERS as well as its subsidiary ANIIMS and OSD (Technical).

It has been observed by the firm that proper books of accounts have been kept and regularly maintained by the organizations. The balance sheet and Income & Expenditure Statements are in agreement with the book of accounts of the

organization and it gives a true and fair view. The documents related to audit reports were placed before FC.

As per Rule 23(d) & (f), the reports of audit communicated by the auditors along with the certified accounts and its observations, duly approved by the Executive Council is to be submitted to the Administration.

FC recommended approval of the accounts by EC. FC also recommended ratification of the appointment of the CA for the year 2018-19 done with the approval of Chairman, EC, ANIMERS. Further, it recommended authorization of the Chairman, FC for appointment of the CA firm for preparation of audited statements for FY 2019-20.

AGENDA 14: Presentation of Budget of ANIIMS for the Financial Year 2020-2021.

The budget for the financial year 2020-21 was submitted by Director (ANIIMS) which was duly approved by the FC.

FC recommended the proposal for placing it before the EC.

AGENDA 15: Amendment to clause 22C(X) of Memorandum of Association of ANIMERS.

The proposal for Amendment of clause 22C(X) of Memorandum of Association of ANIMERS has been placed before the FC with the request to delegate power to Director (ANIIMS) to permit staffs/faculty to attend duties in connection with tour to inter islands as well as for attending court summons.

FC suggested to follow prescribed norms applicable relating to travels on tours and the power delegation i.e. the authority to sanction these travels may be strictly in accordance with the powers delegated under FRSR and in agreement to orders/circulars issued by Administrations.

AGENDA 16: Ratification of approval accorded by Chairman ANIMERS for grant of 5% increment to Staff Nurses, Junior Radiographer and Renal Technician.

With regard to the above proposal for ratification of grant of 5% increment, Secretary (Health) wanted to know the procedure being adopted by other institutions like NRHM for regulating increment of its contractual employees. Director (Health) pointed out that 5% annual increase in pay hike is not only a part of increment but it is comprehensive of other salary component viz. DA, TA etc. FC opined for working out the exact amount of excess payment asserted to be having made by the audit and a proper justification may be recorded and submitted to audit before placing it before the EC for ratification.

Secretary (Health) directed to take note of the observation by audit for future compliances and to take necessary steps so that these irregularities may not happen again.



AGENDA 17: Guidelines on utilization of fee and other income of ANIMERS/ANIIMS.

Director ANIIMS stated that a separate Prospectus Account is being maintained with Syndicate bank towards the collection of prospectus fees. He submitted that this account may be closed and the balance may be transferred to the GIA (Gen) Account. He also suggested to have the expenditure towards purchase of prospectus from the GIA (Gen) Account). The FC sought the following information with regard to the above proposal-

- i) Whether the account maintained with Syndicate bank is savings bank account or is it a Current Account?
- ii) If it is Savings Bank Account, the upto date interest accrued in this account has to be noted down.
- iii) Whether the interest earned can be utilized without being remitted to the consolidated fund of India.

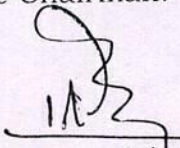
With regard to the proposal for opening two new accounts for different fees collected, the FC suggested to have single bank account instead of multiple accounts. It was also directed for maintenance of proper book of accounts to have a fair and clear picture of the various fees received through different fee structure. The books of accounts have to be audited every year. Regarding utilization of fees as shown in annexure VI, the FC wanted to know the details of fees collected annually under different fee structure / schemes before making any recommendation for its utilization.

AGNEDA 18: Utilization of fund & prioritization of work:

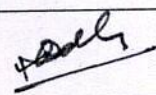
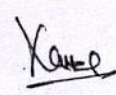
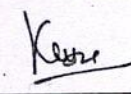



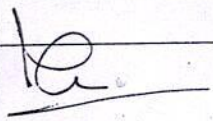

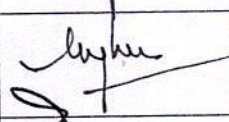

This point was already discussed at the commencement of the meeting (Agenda 02). FC has recommended to go on with the already sanctioned works without any fresh sanctions.

Further, all additional agenda points put forth before the FC by Director (ANIIMS) has not been considered except for the ex-post-facto approval for opening of savings bank account for setting up of VRDL.

The meeting ended with a vote of thanks to the Chairman.


 Financial Advisor (ANIMERS)

LIST OF PARTICIPANTS IN THE FINANCE COMMITTEE MEETING OF ANIMERS HELD AT 0330 HOURS ON 02.02.2021 IN THE MINI CONFERENCE HALL OF SECRETARIAT.

Sl No.	Designation	Name	FC Designation	Signature
1.	Commissioner -cum- Secretary (Health)	Dr. V.Candavelou	Chairman	
2.	Secretary (Fin), A & N Admn.	Shri Sanjeev Kumar Mittal	Member	
3.	Secretary (Plg), A & N Admn.	Shri Sanjeev kumar Mittal	Member	
4.	Secretary (Health), A & N Admn.	Shri. Ram Niwas Sharma	Member	
5.	Director of Health Services A & N Admn.	Dr.Omkar Singh	Member	
6.	Director /Dean (ANIIMS)	Dr. A.K. Mondal	Member	
Special Invitees:				
1.	Chief Engineer, APWD	Shri. Sivrama Subramanian	Invitee	
2.	OSD, Medical College	Shri. Kamlesh Kumar	Invitee	
3.	OSD (Tech.) / EE,PBSD)	Shri Alex Verghese	Invitee	
4.	FA ANIMERS/Sr.AO(DHS)	Shri. B. Shiv Kumar	Invitee	
5.	Accounts Officer (ANIIMS)	Shri. G.K Samadar	Invitee	