

Minutes of the Finance Committee meeting held at 1700 hours on 23.10.2017 in the chamber of Principle Secretary (Health/Finance), A&N Admn.

The list of Officers participated in the meeting is placed at Annexure-1.

Opening the discussion, Chairman, Finance Committee of ANIMERS/Principle Secretary (Health/Finance) desired to explain the agenda points for consideration of the Finance Committee.

The Financial Advisor, ANIMERS accordingly put forth the agenda points for discussion.

AGENDA : 01 A/A & E/S for the preliminary estimates for Science Blocks -(Block A - Rs.30,78,54,408/- & Block D - Rs.18,69,09,476/-), received from CE, A^PWD;

Two preliminary estimates prepared by the Andaman PWD for construction of Science Block A & Science Block D at the new Medical College Campus at Dudhline, as per details furnished below, were placed before the Finance Committee:-

Sl. No	Details of work	Estimated cost.
01	Construction of Basic Science Block for Medical College (Block A - Pre-clinical) at the new Medical College Campus at Dudhline.	Rs.30,78,54,408/-
02	Construction of Basic Science Block for Medical College (Block D - Lecture Hall) at the new Medical College Campus at Dudhline	Rs.18,69,09,476/-

A Statement was placed before the Finance Committee specifying the details of works so far sanctioned at the New Medical College Campus at Dudhline and the Projects pending approval.

It was brought to the notice of the Committee that out of Rs.120.00 crores received by the Society (ANIMERS) as Grant-in-Aid for Capital expenses, Rs.,52.00 crores is from State/UT while the remaining Rs.68.00 crores is towards Central Share and the Society has already approved Projects worth Rs.66.99 crores.

The Committee was also informed that the total expenditure involved in the above two projects works out to be Rs.49.48 crores only and therefore, sufficient funds are available with the Society (ANIMERS) to meet the expenses.

After detailed discussion, the Finance Committee recommended to place the case before the Executive Council for approval of the estimates subject to its clearance by SFC, as per provisions contained under Rule 23 (p) of the Rules and Regulations.

The Finance Committee also desired to bring into the notice of EC that access to the facilities (buildings/ infrastructures) being created can also run into problems unless the A&N Administration addresses the issues pertaining to CRZ.

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AGENDA : 02 Acceptance of the Audited Statement of Accounts for the year 2015-16, received from the Chartered Accountant viz. M/s S Ravichandran & Co;

The FA ANIMERS informed FC that as per decision taken in the EC meeting held on 17.05.2016, M/s Ravichandran & Co were entrusted with the work of preparation of accounting statements of ANIIMS/ANIMERS for the year 2015-16 and its auditing, vide letter dated 11.07.2016.

The firm had completed its task and submitted the audited Statement, a copy of which was placed before the Finance Committee. The Committee was also informed that the audited Statement was placed before the Executive Council in its meeting held on 10.04.2017 but the Chairman and members expressed their concern on the incomplete report submitted by the Auditors and decided to clarify the position from them.

It was further explained that in compliance of the above decision, the matter was taken up with the Auditors, who clarified that the audit has been conducted based on the accountancy principles and after following the normal procedures.

The Committee was informed that to confirm the above position, a copy of the Audit Report of a similar Society (SOVETECH), functioning under the A&N Administration DBRAIT was obtained/scrutinized and found to be correct.

After scrutiny of the audited statement and detailed discussion in the matter, the Finance Committee is of the view that the audited accounting Statements are in order and the same again be placed before the Executive Council for acceptance.

AGENDA : 03 - Award of work relating to Preparation of Audited accounts of ANIIMS/ANIMERS for the year 2016-17

The FA (ANIMERS) explained that the preparation of audited accounting statements (Receipt & Payment Account, Income & Expenditure and Balance Sheet) of the account for the financial year 2016-17 is due for which the work is to be assigned to any of the Chartered Accountants.

The Committee was informed that although the present Auditors, viz. M/s Ravichandran & Co is willing to undertake the job on the same rate, i.e. Rs.30,000/-, keeping in view the discussions taken in the last EC meeting, rates for the above work have been obtained from other few reputed firms to ascertain the reasonability of the offer, the details of which are indicated below:-

01	M/s Satya Sudhnindran & Co	Rs.45,000/-
02	M/s Himangshu Ghosh & Associates	Rs.40,000/-
03	M/s V L P & Co	Rs.48,000/-
04	M/s Ravinchandran & Co	Rs.30,000/-

The Committee observed that the Auditor, M/s Ravinchandran & Co is the lowest and therefore, recommend to award the work relating to preparation of audited accounting statements (Receipt & Payment Account, Income & Expenditure and Balance Sheet) of ANIIMS/ANIMERS for the year 2016-17 to the aforesaid firm.

AGENDA : 04 Appointment of a DRM to perform the MTS duties of FA (ANIMERS);

FA, ANIMERS informed that consequent on transfer of Shri Ummer, Senior Accountant, who was looking after the accounts of the Society in the Member Secretary's office, the work is now assigned to one of the Contractual staff of the Medical College (ANIIMS), who is already over-burdened with the work of the Medical College.

Thus, FA proposed that services of skilled worker with suitable qualification may be engaged on daily rated basis (DRM) in the Member Secretary's office to assist the present incumbent for an initial period of six months, which could be further extended as per requirement by the Member Secretary, EC (ANIMERS).

The Finance Committee, however, taking into account the recent policy decisions taken by the A&N Administration in this regard, decided not to recommend the proposal and instead suggested to meet such requirement through outsourcing, duly following the codal formalities or manage the work by utilizing the existing manpower available with ANIIMS.

AGENDA : 05 Report of the Audit conducted by the Pay & Accounts Office in ANIIMS/ANIMERS relating to the period from 03.12.2013 to 31.03.2017;

The Committee was informed that as per decision by the Executive Council, an internal auditing relating to the accounts/functions of the Medical College (ANIIMS) and Society (ANIMERS) was conducted by the Local Fund Auditing Branch of the Pay & Accounts Office from 20.07.2017 to 10.08.2017.

A copy of the Audit Report received from the PAO (LFA) related to the period from 03.12.2013 to 31.03.2017, was placed before the Finance Committee, which reveals several omissions/irregularities in the functioning of the Medical College (ANIIMS) and the Society (ANIMERS).

It was informed that out of the 23 omissions/deficiencies pointed by the Audit, 21 are related to the Medical College (ANIIMS) Office and these omissions are under examination of the Director (ANIIMS) and para-wise broadsheet replies are expected to be submitted to the PAO (LFA) soon while reply to the remaining point has already been submitted to PAO (LFA)/noted for compliance by FA (ANIMERS).

The Committee was also informed that the Audit Report has already been examined by the Administration and a decision has been taken to place the Report for the forthcoming meeting of the Executive Council of the Society (ANIMERS).

The Finance Committee, however, advised the Director (ANIIMS) to immediately submit the reply/comments on the audit

paras and also place it in the forthcoming EC meeting, as desired by the A & N Administration.

The Finance Committee, however, keeping in view the seriousness of the issues pointed out by the audit, desired that the Internal Finance of ANIIMS need to be strengthened immediately by creating the post of Finance Officers so that Accounts Officers against these posts can be posted early. It was also advised that the Director (ANIIMS) shall ensure that all financial matters are strictly got examined by the Internal Finance.

The Committee is also of the view that the Executive Council may authorize the Chairman (EC) to take appropriate decisions including follow up action on the audit report.

AGENDA :06 Proposal received from the Director (ANIIMS) for extension of the lease period of Dugong Guest House upto 31.03.2018;

The Committee was informed that the Director (ANIIMS) submitted a proposal to extend the lease period of the Dugong Guest House upto 31.03.2018. The Guest House belongs to PBMC and it has been taken on lease by the Medical College to accommodate the Faculties/Resident doctors with effect from September, 2015 on a monthly rent of Rupees two lakhs.

It was explained that although the Guest House was taken on lease for an initial period of six months, ANIIMS had to retain the Guest House due to shortage of accommodation as there had been delay in completion of buildings at the new Medical College Campus at Dudhline.

The Director (ANIIMS) explained that the Secretary PBMC, vide his letter dated 11.04.2017, informed that the Council has passed a resolution to take back the Guest House for their use. He has, however, informed that construction of hostel buildings at the new Medical College campus is progressing but it may take few more months to complete it and therefore, the Medical College has no other alternatives but to extend the lease period of Dugong Guest House till 31.03.2018.

The Finance Committee discussed the whole issue and decided to recommend the proposal to the Executive Council for approval.

The Finance Committee also considered the following additional Agenda Points submitted by the Director (ANIIMS):-

Agenda Point : 07 Formulation of Conference Rules for the Medical College (ANIIMS)

The Director (ANIIMS) informed that Conference Attendance Rules have been attempted by the Medical College in consonance with the rules being followed by few other Medical Institutes of repute (AIIMS, JIPMER, MAMC & VMMC etc). It has also been informed that the Academic Council of the Medical College has already scrutinised the Rules and recommended to place it for approval before the appropriate body.

The Finance Committee considered the draft Rules attempted by the Medical College but were of the view that Conference Rules

prevalent for the Teaching Cadre of CHS could be adopted
much modification and advised the Director (ANIIMS) to revise the
Rules accordingly before placing in the EC for approval.

Agenda Point : 08 Pay and Allowances of Teaching and Non-Teaching Staff of ANIIMS.

The Director (ANIIMS) informed that an Internal Committee was constituted by him to study the grant of following pay & allowances to the faculties/staff of Medical College:-

- A. Special Allowance/honorarium to the teaching faculty members having extra qualifications after the requisite PG degree as well as the faculties of the subjects in high demand/non-available.
- B. Teacher's Learning Resource Allowance.
- C. To provide uniform increment rate to all the ANIIMS staff.
- D. Increase of emoluments/consolidated salary of all the faculty members and other staff of ANIIMS/ANIMERS.

It was informed that the Reports submitted by the Committees were then placed before the Academic Council of the Medical College. The report alongwith the recommendations of the Academic Council is now placed before the Finance Committee for approval.

The Finance Committee on going through the reports/recommendations observed that all these points needs to be examined in toto with a view to have an acceptable pay structure with special allowances for attracting talented professionals to these Islands with a definite career progression scheme to retain such talents in ANIIMS.

The Committee, therefore, advised the Director (ANIIMS) to come up with a detailed discussion paper covering all aspects pertaining to HR and place it before EC to take an appropriate decision. A presentation be also made before EC on the HR status.

Agenda Point : 09 Creation of regular posts for the Medical College (ANIIMS).

The Director (ANIIMS) explained that the Andaman & Nicobar Islands Institute of Medical Sciences (ANIIMS) has commenced its Session from the year 2015-16 with an annual intake of 100 students. MOH&FW has accorded renewal of permission to start the third batch from the session 2017-18. All the faculty (Teaching & Non-teaching) posts filled in this institution so far are on contractual basis due to non-creation of regular posts.

The Director (ANIIMS) therefore submitted a proposal for creation of the following posts in the Medical College (ANIIMS) to meet the Minimum Standard Requirement (MSR) of Medical Council of India (MCI), which is mandatory for final recognition of the Medical College (ANIIMS):-

Sl. No.	Name of the Posts	No of post
1.	Professors	19
2.	Associate Professors	26
3.	Assistant Professor	37

4.	Tutors	23
5.	Senior Residents	24
6.	Junior Residents	38 /yr once the post graduation in various subjects starts in ANIIMS
7.	Antenatal Medical Officer (ANMO)	01
8.	Statistician	01
NURSING STAFF		
9.	Nursing Superintendent	01
10.	Deputy Nursing Superintendent	03
11.	Asst. Deputy Nursing Superintendent	07
12.	Nursing Officer/Nursing sister	33
13.	Staff Nurses	203
14.	Paramedical & Non teaching staff	179
15.	Executive Engineer (Civil & Electrical)	01 Each
16.	Assistant Engineer (Civil & electrical)	01 Each
17.	Junior Engineer (Civil & Electrical)	01 Each
18.	Deputy Director Administration of the rank of Professor	01
19.	Deputy Manager (IT)	01
20.	Technical Assistant (IT)	02
21.	Bus Driver	04
22.	Bus conductor/cleaner	04

The Finance Committee, however, observed that the Executive Council, in its meeting held on 21.11.2014 have created the following posts for the Medical College (ANIIMS):-

Sl.No.	Name of the Posts	No of post
1.	Director	1
2.	Professor	5
3.	Associate Professor	17
4.	Assistant Professor	17
5.	Tutor	33
6.	Demonstrator	
7.	Senior Resident	
8.	Junior Resident	24
9.	Group C Posts	10

The Committee noticed that the above posts have not been taken into consideration while submitting proposal for creation of posts and therefore, desired that the Director (ANIIMS) may review the proposal keeping in view the above aspect and submit a fresh proposal for creation of bare minimum requirement of post not exceeding the MCI norms. The Director (ANIIMS) was also advised to submit proposals for creation of Teaching and Non-Teaching staff as per MCI norm alongwith the administrative and accounts posts only excluding other nature of posts.

The creation of technical post related to Civil & Electrical as well as IT posts was not agreed upon. The Finance Committee is of the view that instead of creating these posts in the Medical College, the man power may continue to be obtained from APWD on

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diverted capacity basis and IT posts from SOVIDA on payment basis. Those technical services that can be outsourced should be outsourced.

Agenda Point :10 Purchase of medical equipments/ instruments for improving the operational capabilities of G B Pant Hospital.

The Director (ANIIMS) informed that the G B Pant hospital has been upgraded to a Teaching Hospital of the Medical College, and there has been substantial increase in the number of Specialists and the work load too has increased, but surgical disciplines have not been able to achieve the optimum level because of space and equipments constraints.

It was also informed that there is an urgent need of procurement of various instruments and the Equipments for the management of patients in the following departments of the Hospital:-

1. Department of General Surgery
2. Department of Forensic Medicine
3. Department of Paediatrics
4. Department of Orthopaedics
5. Department of Pathology
6. Department of Microbiology
7. Department of ENT
8. Department of Dentistry
9. Department of Ophthalmology
10. Department of Biochemistry
11. Department of Physiology
12. Department of Anatomy
13. Department of Radiology
14. Department of General Medicine
15. Department of Obst&Gyne.
16. Department of Dermatology
17. Department of Anesthesia
18. Department of Community Medicine

A Statement showing the details of equipments/instruments to be purchased in the above department have also been placed before the FC and informed that necessary funds of Rs.5.00 crores is available to meet the expenses.

The Finance Committee agreed to the proposal, in principle, and recommended to prioritize the requirement and follow due codal formalities and also advised that Items available on Govt e-market (GeM) has to be procured from it. Procurement through TNMSC should also be done once A & N Administration enters into MoU with TNMSC.

Agenda Point :11 Extension of Contract Period of Staff Engaged for Management of Hornbill Nest Resort

The Director (ANIIMS) informed that the following 13 (thirteen) staff were engaged under ANIIMS for proper management of Hornbill Nest Resort w.e.f.01.09.2015 while acquiring the Hornbill Nest Resort from ANIIDCO. These 13 staff were originally under ANIIDCO.

Sl. No.	Name of the staff	Designation	Posted at	Salary
1.	Manoj Kumar	Assistant Manager (F&B)	Over all in charge of Hostel, Cafeteria & Hornbill Nest	40000/-
2.	Narasipalli Prasadu	Waiter	Hornbill Nest	12000/-
3.	Sheenu Babu	Waiter	Hornbill Nest	12000/-
4.	T.Ganapathi	Receptionist	Hornbill Nest	15000/-
5.	Ram Bal	Waiter	Hornbill Nest	12000/-
6.	Lakhan Bal	Asst.Cook	Hornbill Nest	15000/-
7.	Anindita Bhattarjee	Receptionist	Hornbill Nest	15000/-
8.	G Suresh Kumar	Asst.Cook	Hornbill Nest	15000/-
9.	Rameshwaran	Cook	Cafeteria, ANIIMS	15000/-
10.	Anthony Lakra	Waiter	Cafeteria, ANIIMS	12000/-
11.	Koushik Kumar	Cook	Boys Hostel	15000/-
12.	VenuGopal	Receptionist	Boys Hostel	15000/-
13.	Waseem Khan	Waiter	Cafeteria, ANIIMS	12000/-
			Total	2,05,000/-

He further informed that the 10 rooms of Hornbill Nest Resort have already been handed over to ANIIDCO w.e.f. 01.07.2017, but the management of Hornbill Nest Resort was still under the control of ANIIMS and the services of the above listed staff were essential thus as per the requirement, the services of the above listed staff were extended for further period of 06 (six) months w.e.f. 01.06.2017.

Considering that the management of entire property including Kitchen and Reception area is now likely to be taken over by the ANIIDCO, a decision shall have to be taken with regard to the status of the existing 13 staff.

Director ANIIMS informed that these staff could be engaged for the management of the old and newly constructed boys hostel as well as to manage the Mess, running of departmental cafeteria, and for assisting the Hostel wardens. Some of them can also be engaged as receptionist for both hostels.

Finance Committee on perusing the proposal observed that at the first instance, ANIIMS should not have got into the direct engagement of housekeeping and guest house staff. Apart from the medical and para medical post, no engagement of other nature of manpower should be resorted. Such kind of manpower would have to be met only through outsourcing basis. As such, Finance Committee doesn't recommend engagement of the aforesaid staff and instead should request ANIIDCO to reengage them considering the takeover of the management of Horn Bill Nest by them.

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Agenda Point :12 Requirement of Guest Rooms at the New College Campus.

Director (ANIIMS) informed that as per the Detailed Project Report submitted to the Ministry of H&FW, only 08 guest rooms were projected in the upcoming college campus at Corbyns Cover, whereas, minimum 32 guest rooms are required, because of frequent university examinations and conferences in the Medical College.

Hence, Director (ANIIMS) proposed for according necessary approval to include the proposed increase in the number of guest rooms in the upcoming project. He stated that sufficient funds are available for the proposed additional number of guest rooms.

Finance Committee on examining the matter observed that the project was finalized initially with a detailed breakup of all expenditure components. The proposed increase in guest room which could have a good hike in cost of the project. Thus, Finance Committee requested the Director (ANIIMS) to review the proposal and come up with the bare minimum requirement of guest houses with a clear cut projection of the increased financial implications and also the proposed source of funding for the additional project cost.

Agenda Point :13 Procurement of 3 Nos Buses for the use of Medical College.

Director (ANIIMS) stated that ANIIMS has successfully completed its second year and classes for the third batch with an admission of 100 students have also commenced w.e.f. 16.08.2017. The number of students has increased to 300 in the institution and as part of study the students along with the faculty members are required to visit PHC, RHTC, UHTC and CHC frequently, hence he sought concurrence of FC for procurement of 03 Nos Buses for utilization of the same for students of the Medical College.

He also stated that the new student hostels under construction are also located far away from the hospital and existing college campus. Students will have to travel at least twice daily, to & fro, which may pose a safety risk to the students. Moreover, this is also a requirement under MCI norms.

He also provided the cost details of Buses as per rate available in the Government e-Marketplace (GeM) portal alongwith expenditure for Driver, cleaner and other fuel & maintenance charges.

32 Seater Bus	-	02 (cost of each Rs.13,75,179/-) x 2	= 27,50,358.00
49 Seater Bus	-	01 (cost of each Rs.23,30,701/-) x 1	= 23,30,701.00
Total			=50,81,059.00

Other expenditure per annum

Driver	-	04 (Salary Rs.20,000) x 4 x 12 =9,60,000.00
Conductor/Cleaner	-	04 (Salary Rs.15,000) x 4 x12 =7,20,000.00
Fuel & other	-	Approx.Rs.50,000 x 12= <u>6,00,000.00</u>
Total expenditure		=22,80,000.00

The Finance Committee on examination of the proposal observed that the procurement of buses shall lead to many other over head expenses which could be avoided by seeking buses either on lease from Transport Department or through private agencies.

Thus, FC requested the Director (ANIIMS) to review the proposal and come up with proposals for lease of the required buses from the Transport Department or through private agencies by observing the required codal formalities.

Agenda Point :14 Revision of Fee Structure of MBBS Students.

Director (ANIIMS) informed that he had received representations from the local organisations as well as from the Foreign Nationals (Nepal) regarding current fees structure of MBBS students in ANIIMS.

Accordingly, an internal committee was set up to review the fee structure and suggest any increase/decrease in it. The committee has examined the fee structure of over 34 medical colleges all over India and after several rounds of discussions and deliberations, a revised fee structure was proposed for consideration by Finance Committee and approval by Executive Council.

Sl.No.	Particulars	Present	Proposed
ONE TIME FEE			
1.	Admission fee	5100.00	5100.00
2.	Students welfare fund	7500.00	7500.00
3.	Correspondence charge	2700.00	1000.00
4.	University Registration Fee	1250.00	1250.00
	Total -A	16550.00	14850.00
REFUNDABLE FEE			
5.	Laboratory Security fee	10000.00	10000.00
6.	Mess Caution deposit	5000.00	-
7.	Hostel Security deposit	5000.00	-
8.	Library Security deposit	5000.00	5000.00
	Total-B	25000.00	15000.00
+FEES PER ANNUM (RECURRING)			
9.	Tuition (18000 * 2)	36000.00	36000.00
10.	Common Room	2500.00	-
11.	College Magazine	1500.00	1000.00

12	Student Alumni Association	1000.00	500.00
13	Examination	6500.00	6400.00
14	Games	4000.00	2500.00
15	Cultural	2500.00	2000.00
16	Library	5500.00	2750.00
17	Hostel Rent (*Mess charges additional)	15600.000	12000.00
	Total -C	75100.00	63150.00
	Grand Total (A+B+C)	Rs.1,15,500.00	93000.00
	Amount to be refunded on completion of course	Rs.25,000.00	15000.00
	Foreign Nationals:	USD 17,000 per annum + One Time Fee+ Refundable Fee in Indian Rupees as applicable to Indians	-

The Finance Committee examined the proposal and felt that any decrease in current fee structure shall have to be examined with reference to the increased deficit of funds (decrease of revenue over operating expenditure).

Considering that the deficit is met from the Grant-in-Aid released by the A&N Administration, Director (ANIIMS) was requested to work out the operating expenses and present before EC the additional budgetary support required from A&N Administration. Subject to an assurance from Administration regarding adequate budgetary support, the decrease in fee structure should be considered.

Agenda Point :15 Provision of CC TVs in the College, Hostel including Admin Block & Library and the Upcoming Hostels at Main College Campus.

Director (ANIIMS) stated that as per the actionable items to various DO letter received from MCI and Gol, a proposal for procurement and installation of CCTV surveillance infrastructure over Local Area Network connecting student Hostels, Classrooms, College Administration Wing, GB Pant Hospital and other strategic locations within the current college campus is submitted for consideration of Finance Committee.

The CCTV network will cover the following locations and shall augment the existing GB pant CCTV infrastructure.

SL.No.	Location	No. of camera
1.	Boys Hostel (renovated old CRPF barracks)	12
2.	Girls Hostel and Administration Block	16
3.	Girls Hostel (renovated old Zonal Library)	21
4.	College Building (1st year Block)	14
5.	College Building (2nd Year)	15

	Block)	
6.	Central Library	17
7.	Lecture Hall 2 and 3	8
8	Augment existing GBPH CCTV Infrastructure	18
Total		121

The various items required along with the approximate cost of the work was provided by Director (ANIIMS) as given below:

Description	Quantity	Cost Each	Total
Camera Cost	121	8295	1003732
Switch	12	14489	159379
SFP Single Mode	24	4320	103680
NVR	2	175000	350000
DVR 16 Channel	2	30000	60000
UTP Cable	4150	12	49800
FOC Cable + laying	1920	120	230400
Joystick Controller	1	14500	14500
PTZ Camera Pole	15	2850	42750
LCD TV Monitor	4	39500	158000
Coaxial Cable for PTZ Cam	100	32.24	3224
HDPE Pipe for Cable	576	150	86400
Fibre 24 Port Switch	1	188000	188000
Installation + Taxes	1	@40 % of total cost 244986	979946
Approximate total project cost			34,29,811

The Finance Committee examined the proposal and decided to recommend the proposal to the Executive Council for approval with the directions to Director (ANIIMS) to follow the codal formalities prescribed under General Financial Rules.

Agenda Point :16 Sanction of Imprest Money.

Director (ANIIMS) informed that imprest money @ Rs.5000/- has been issued to the Head of Department and OSD of this Institution.

The matter of sanction of imprest to few other HoDs of various faculty was received which was examined by the Sr.AO,DHS/Financial Advisor, ANIMERS. He had pointed out that HOD and HoO powers have now been delegated to Director, ANIIMS and OSD(MC) respectively. And also taking into account that the Director (ANIIMS) is also DDO for his establishment, it would be advisable to allow Rs.10,000/- (Rupees Ten thousand only) as imprest with Director, ANIIMS which could be used by the HODs for incurring petty emergent expenditures on as and when required basis by submitting paid bills to Director (ANIIMS).

Thus, as advised by the FA, ANIMERS, Director (ANIIMS) presented the matter before the Finance Committee, ANIMERS for further examination and recommending appropriate decision for consideration and approval by the Executive Council of ANIMERS.

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Finance Committee discussed the matter in detail and agreed with FA, ANIMERS that the imprest is to be limited to Rs. 10,000/-. FC further desired that the imprest account be maintained properly in an imprest register under the joint supervision of OSD (ANIIMS) and Director (ANIIMS).

Agenda Point :17 Non-settlement of Bills of M/s Super Electronics, Port Blair for supply and installation of 1 No Xerox Machine.

Director (ANIIMS) brought into notice the matter of non-settlement of bill for an amount of Rs.2,30,361/- (Rupees Two lakhs thirty thousand three hundred sixty one only) submitted by M/s. Super Electronics, Port Blair, which relates to supply and installation of 01 No Xerox Machine of Ricoh Aficio MPC 2030 make with supporting utilities, due to non-availability of relevant files.

He stated that this matter was examined over file wherein it was suggested to submit it before the Executive Council, ANIMERS for seeking ex-post facto approval being Procurement under Single Tender Enquiry.

He stated that the Machine was supplied as per the supply order bearing No.1-1/DHS/SE-Toner/2014/4053 dated 28.11.2014 signed by the DHS/Member Secretary, ANIMERS.

Records also reveal that the machine has been installed in the Medical College office and the installation was certified by Shri Rashender Lal, Librarian, Central Library, GB.Pant Hospital, Port Blair. He has also acknowledged the receipt of the Machine, as per certificate issued by him on 08.12.2014.

Although the machine and other components have been supplied by the supplier in 2014, payment towards the cost of the machine is reported to have not been made. The reasons for non-release of payment are not clear.

The present office of the Member Secretary, EC (ANIMERS) has started functioning from November, 2015 and no old files have been transferred/received from any source so far. Efforts to locate the relevant file by the Office of DHS/Member Secretary through the concerned person who had dealt the subject matter at that relevant point of time have also failed.

Director (ANIIMS) further stated that considering that the machine has been supplied and installed in the Medical College office (Central Library) long back and the same appears to be functioning satisfactorily; there is hardly any justification to deny payment to the supplier.

Further, it is pertinent to note that more than 3 years have already lapsed and the firm is likely to take legal action to settle the claim which may lead to payment of penal interest by the Society and therefore, the issue needs to be settled immediately.

The matter was also examined by the Sr.AO, DHS/Financial Advisor, ANIMERS and following comments were made by him:

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"As stated at para 12-13/n, DGS&D referral orders are to be placed directly to the DGS&D registered firm i.e. in that case M/s. RICOH India Ltd, however, considering that already the machines have been supplied and installed at the designated place, the payment ought to be settled.

Considering that, Rule 147 of GFR 2005 followed in that case (Purchase of goods directly under rate contract) is not in order, the purchase is now to be regularized under Rule 166(ii) of GFR 2017 (single Tender enquiry).

As such, considering that the machine have been purchased for the Medical College and installed in that office, necessary installation certificate with current status, stock reference etc be recorded on the bill with a proper verification and **seek approval of the Executive Council, ANIMERS detailing the facts of the matter.** So as to release the payment. **Being single tender, no power is delegated to Member Secretary, ANIMERS or Director, ANIIMS."**

Finance Committee discussed the matter in detail and expressed its anguish at the direct purchase of such high end machines. The non traceability of the relevant file was also viewed seriously. The committee sought to know the exact status of the machine and whether the supplier is having valid supply order issued by ANIMERS/ANIIMS.

Director ANIIMS informed that the machine is working satisfactorily and is currently installed at the Central Library of ANIIMS. Further, a supply order No.1-1/DHS/SE-Toner/2014/4053 dated 28.11.2014 signed by the then DHS/Member Secretary, ANIMERS is also available with the firm which has also been provided to the Office for settlement of the long pending bill.

Taking into account all aspects, Finance Committee as a special case, not be taken as a precedent, concurred the proposal for further approval by Executive Council and desired that henceforth due economy shall be observed for all nature of procurements. All procurement proposals should be examined by the Internal Finance of ANIIMS/ANIMERS and the bills should be settled timely to avoid recurrence of such instances in future. Procurement guidelines should be laid down at the earliest and adhered to scrupulously.

The meeting then ended with thanks to the Chair.

Financial Adviser (ANIMERS)

(Signature)
10/11/17

(4) (5)

**MEETING OF THE FINANCE COMMITTEE AT
1700 HRS ON 23.10.2017**

LIST OF PARTICIPANTS

SL.NO	Name	Designation
01	Shri. S.C.L. Das	Principal Secretary(Health/Finance) (Chairman, Finance Committee)
02	Dr Shipra Paul	DHS (Member)
03	Maj Gen (Retd) Dr R P Choubey	Director (ANIIMS) (Member)
04	Shri.M. Mohammed Ashraf	Financial Advisor/ Sr AO (DHS)

created can also run into problems unless the A&N Administration addresses the issues pertaining to CRZ.