

MINUTES OF THE FINANCE COMMITTEE MEETING OF (ANIMERS) HELD ON
24.09.2025 AT 04.00 PM IN THE MAIN CONFERENCE HALL OF
SECRETARIAT

1. The Meeting of the Finance Committee of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) was held **on 24.09.2025 at 04.00 P.M** in the Main Conference Hall of Secretariat.

2. **List of Members present:**

i. Dr. Sachin Shinde, Comm-Cum-Secretary (Health)	Chairman
ii. Shri. Aman Guptha, Secretary (Finance/Planning)	Member
iii. Shri. R. Chopra, Secretary (Health) I/c	Member
iv. Dr. Suja Antony, Director of Health Services	Member
v. Dr. Mukesh Tripathi, Director (ANIIMS)/MS(ANIMERS)	Member
vi. Shri. T.K. Prajith Rekh, Chief Engineer (APWD)	Co-Opted-Member

3. **List of Invitees present:**

1. Dr. Ajay Verma, Planning Officer (ANIIMS)	Invitee
2. Shri. Rajkishore Singh, OSD Technical (ANIMERS) i/c	Invitee
3. Shri. Rajeshwar Yadav, AD, Admn. (ANIIMS)/EO (ANIMERS)	Invitee
4. Shri. P. Rajesh Kumar, Financial Advisor (ANIMERS) i/c	Invitee
5. Dr. Ajay Raj.S, Procurement Officer (ANIIMS)	Invitee
6. Shri. Madhab Narayan Saha, AAO (ANIIMS)	Invitee

4. At the Outset, the Director (ANIIMS) welcomed all present in the meeting and the following Agenda Points were discussed and decisions were taken as under:-

Agenda 01: Budgetary Allocation for ANIIMS

The Annual budgetary allocation is placed before the SFC for perusal.

FORMAT FOR FURNISHING RE 2025-26 AND BE 2026-2027								
Name of the Department	ANIIMS					₹ in Cr.		
Head of Accounts	BE 2024-25	Allocation to ANIIMS	Actual Exp 2024-25	BE 2025-26	Allocation to ANIIMS	Actual Exp. as on 21.07.25	Additional RE 2025-26 proposed	BE 2026-27 proposed
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
GIA Salary	41.50	41.35 (previous balance 2023-24 = ₹ 7.48) = 48.83	44.78	38.00 (previous balance 2024-25 = ₹ 4.05) = 42.05	29.50	16.54	13.00	60.00
GIA General ANIIMS	10.50	8.75 (previous balance 2023-24 = ₹ 0.65) = 9.40	9.29	8.50 (previous balance 2024-25= ₹ 0.11) = 8.61	6.50	2.98	22.21	21.40

GIA General OSD (Tech) Fund may be escalated due to R&M of DG Set at ANIIMS campus	5.92	1.75 Allocation to OSD (Tech)	2.96	8.25	1.5 Allocati on to OSD (Tech)	1.17	6.75	6.12
GIA Capital Asset	3.00	3.00 (previous balance 2023-24 = ₹ 0.93) = 3.93	1.15	2.00 (previous balance 2024-25 = ₹ 2.78) = 4.78	0.00	1.11	2.61	22.41

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval. The committee also directed AAO, ANIIMS to submit the fund requirement on priority to draw the balance fund allocated to ANIMERS under BE FY: 2025-26.

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee recommended the proposal to be placed before Executive Council for approval. Th committee also directed the justification of RE FY: 2025-26 & BE FY:2026-27 to be in-cooperated along with the supporting documents prior to placing it before the Executive Council.

The Chairman also desired that the proposal for DG set should not be initiated and priority/emphasis must be given to solarization in the Medical College Campus buildings.

Further, it was also desired a brief presentation along with the proper detailed justification of the fund required under the head GIA Creation of Capital Asset to be presented before the Commissioner Cum. Secretary (Health)/ Chairman, Finance Committee in presence of the Secretary (Health).

{Action:- Planning Officer (ANIIMS)/ Procurement Officer/AAO (ANIIMS)}

Agenda 02: Construction of Science Block:

The A/A & E/S for Construction of Science Block 'A' Pre-Clinical was accorded for an amount of ₹ 48,62,00,000/- vide No. G-28012/18/2024WSAE (works)CEAPWD _APWD-AN/1/138441/2024 dated 07/09/2024.

Since the cost of the project is less than ₹ 50.00 Crore, therefore, a proposal seeking approval of Work Advisory Board (WAB) for taking up the work under Engineering Procurement & Construction (EPC) Mode-I, Contract was initiated by APWD and WAB in its meeting held on 03/10/2024 has recommended the proposal, for approval of Hon'ble Lt. Governor (Administrator). The earmarked budget for construction of Science Block A is also available with the ANIMERS. HLG vide e-file No. 89248 had directed that a consolidated proposal may be placed before the Executive Council, ANIMERS.

Comprehensive Estimate for the pending works of Medical College Campus at Dudhline as per DPR and Previous Requirements:

S.No.	Name of the work	Previous Estimate	Present Estimate (Approx.)
1.	Construction of Proposed Nursing College at Medical College, Dudhline, Sri Vijaya Puram		₹. 12,60,90,855/-
2.	Construction of Proposed		

	Nursing College Hostel at Medical College, Dudhline, Sri Vijaya Puram		₹.8,67,26,889/-
3.	Construction of 01 No. Triple Storey transit accommodation for 24 units at new campus Medical College, Dudhline, Sri Vijaya Puram	₹. 10,13,50,315/- (As per FC Minutes 02.02.2021)	₹. 12,69,41,590/-
4.	Construction of New Medical College at Sri Vijaya Puram. SW. Construction of 12 Nos. Type VI Qtrs.	₹.9,69,00,300/- (As per GB Minutes 11.02.2020)	₹. 17,67,27,252/-
5.	Construction of New Medical College at Sri Vijaya Puram. SW. Construction of 12 Nos. Type V Qtrs.	₹. 7,21,04,600/- (As per GB Minutes 11.02.2020)	₹.13,15,03,212/-
6.	Construction of New Medical College at Sri Vijaya Puram. SW. Construction of 24 Nos. Type IV (Special) Qtrs.	₹. 10,87,65,419/- (As per GB Minutes 11.02.2020)	₹. 19,78,49,304/-
7.	Construction of New Medical College at Sri Vijaya Puram. SW. Construction of Director's Residence for Medical College at Dudhline	₹. 1,10,58,319/- (As per GB Minutes 11.02.2020)	₹. 2,65,97,708/-
8.	Construction of New Medical College at Sri Vijaya Puram. SW. Construction of Basic Science Block for Medical College at Dudhline, Sri Vijaya Puram		
	Block – A – Pre Clinical	₹ 39,00,73,617/- (As per FC Minutes 02.02.2021)	₹ 48,62,00,000/-
	Block – B & C Para Clinical (i/c Development of site)	₹ 53,46,98,748/- (As per FC Minutes 02.02.2021)	₹ 79,60,72,518/-
	Block – D – Lecture Hall	₹ 22,68,13,130/- (As per FC Minutes 02.02.2021)	₹ 35,20,86,500/-
9.	Providing and Laying new 100 mm dia DI Pipeline for new medical college at Carbyn's Cove (between Hawa ghar junction and shadipur near Govt. Sr. Sec School, Shadipur)		₹ 15,99,149/-
10.	Proposed Construction of Guest House for Medical College at Dudhline Sri Vijaya Puram	₹ 8,02,83,534/- (As per GB Minutes 11.02.2020)	₹ 17,99,81,140/-
11.	Construction of Auditorium for Medical College at dudhline, Sri Vijaya Puram	₹ 16,20,34,201/-	₹ 16,20,34,201/- for 1100 pax submitted. Now as per revised requirement for 3000 pax the Drawing is being revised.
12.	Development of Volley Ball Court, Badminton Court, Basket Ball Court and Cricket practice pitch at Medical College Complex, Dudhline, Sri Vijaya Puram		₹ 67,75,607/-
13.	Construction of Burial Ground for Medical College		₹ 45,93,007/-
14.	Construction of Intern's and Junior Resident's Hostel for ANIIMS at Atlanta Point, Port Blair	₹ 22,50,93,049/- (Year 2022)	₹.22,50,93,049/- prepared based on 3 storey building at Old CRPF Building.
Total Estimate Approx.			₹. 3,08,68,71,981/-

On receipt of **approval of Basic Science Block A under EPC Mode**, A fresh action plan and timelines can be proposed by APWD for rest of the proposed buildings under ANIIMS/ANIMERS as per DPR. Rest of the pending works (except science block A) can be **taken up as single project in EPC Mode subjected to administrative approval and fund availability/sanction from MoHFW.**

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval. The committee directed planning cell (ANIIMS) to make a brief presentation of all the works to be presented before the Finance Committee (FC).

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee deferred the proposal with the direction that a brief presentation to be presented before the Commissioner Cum. Secretary (Health)/ Chairman, Finance Committee in presence of the Secretary (Health) in context with all the details of infrastructure work being presently carried out and ongoing works in the Medical College Campus.

The committee also desired prior to placing the proposal before the Executive Council for deliberation a comprehensive proposal/agenda in a tabular format to be prepared along with the priority works which is to be taken up along with the left out works as per the DPR.

{Action:-Planning Officer (ANIIMS)}

Agenda 03: Creation of posts:

The Finance Committee in its meeting held on **19.04.2023** under the Chairmanship of Commissioner-cum-Secretary (Health)/Chairman, Finance Committee (ANIMERS) vide Agenda 06 recommended that ANIIMS/ANIMERS may work out only extremely essential extra posts besides existing manpower required to run GBPH as per NMC guidelines and put forward to EC/GB for approval. Also, the posts that need to be created maybe put up in staggered manner over next 3-5 years, in the order of priority.

The following posts have been worked out, as an immediate priority for smooth functioning of ANIIMS and GBPH and nursing college:

Sl.No	Name of the Post	No. of Post	Pay Level	Justification
1.	Associate Professor Obstetrics & Gynaecology -1 Community Medicine -1 Biochemistry -1	3	13	For starting of PG courses
2.	Assistant Professor Obstetrics & Gynaecology -1	1	12	For starting of PG courses
3.	Senior Resident Obstetrics & Gynaecology -3	3	11	To manage the patient load and for starting of PG courses
4.	Junior Resident (Dentistry)	1	10	Rotational posting in health centres
5.	Blood Bank Medical Officer	1	11	For Blood Bank
6.	Dresser	1	1	For smooth functioning of ANIIMS and GBPH
7.	Plaster Technician	2	5	
8.	C-ARM Technician	2	5	
9.	OT Technician	1	6	

10.	Respiratory Therapist	1	6	
11.	Data Entry Operator	11	4	
12.	Lab Technician	15	5	
13.	Lab Assistant	15	4	
14.	MTS	21	1	
15.	Nursing Officer	10	7	
16.	Pharmacist	25	6	
17.	Biomedical Engineer	1	7	For Central Research Laboratory as per NMC requirement
18.	Lab Director	1	6	
19.	Lab Supervisor	1	5	
20.	Senior Scientific Research Officer	1	11	
21.	Junior Research Officer	1	6	
22.	Laboratory Technicians	1	5	
23.	Store keeper	1	4	
24.	Lab attendant	2	1	
25.	Clinical monitors	4	6	
26.	Social worker	2	6	
27.	Research Officer (Planning)	1	6	Planning Cell
28.	Senior Investigator	1	6	
29.	Junior Investigator	2	4	
30.	Executive Engineer	1	11	Creation of separate Engineering wing under ANIIMS
31.	Assistant Engineer	2	7	
32.	Junior Engineer	3	6	
33.	Principal	1	13	Posts proposed for Nursing college
34.	Vice-Principal	1	12	
35.	Professor	1	12	
36.	Associate Professor	2	11	
37.	Assistant Professor	3	10	
38.	Tutor	8	8	

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval. The committee directed AAO, (ANIIMS) to access the financial implication of the above post creation prior to placing it before the Finance Committee (FC). The committee also directed AD (Admin.) ANIIMS /Recruitment Cell in-charge (ANIIMS) to recalculate/re-check the no. of post prior to placing it before the Finance Committee (FC).

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee deferred the proposal and recommended a separate presentation to be placed before the Commissioner Cum. Secretary (Health)/Chairman, Finance Committee in presence of the Secretary (Health) with the details of the post creation from the inception till date along with the post creation required for PG & UG courses.

{Action:- Recruitment Cell i/c (ANIIMS)}

Agenda 04: Construction of Nursing College & Hostel

APWD has submitted an estimate of ₹ 12,60,90,855/- (Rupees Twelve Crore Sixty Lakh Ninety Thousand Eight Hundred and Fifty Five Only) for the construction of proposed Nursing college and an estimate of ₹ 8,67,26,889/- (Rupees Eight Crore Sixty Seven Lakh Twenty Six Thousand Eight Hundred & Eighty Nine Only) for the construction of Nursing college Hostel Block at

Dudhline. A preliminary estimate of ₹ 21,28,17,744/- (Twenty One Crores Twenty Eight Lakhs Seventeen Thousand Seven Hundred & Forty Four Only) has been submitted by APWD for the construction of nursing college & hostel. A sum of ₹ 2,50,00,000/- (Rupees Two Crore Fifty Lakhs Only) has been received as Central Share for the construction of Nursing college. As the funding from the Ministry is restricted to only 10 Crores for UTs, the balance amount of ₹ 11,28,17,744/- (Rupees Eleven Crores Twenty Eight Lakhs Seventeen Thousand Seven Hundred & Forty Four Only) will have to be borne from the UT budget.

The agenda is placed before the Sub Finance Committee for approval of Balance Funds of ₹ 11.28 Cr from UT budget in addition to the Central share of ₹ 10 Cr. for Establishment of Nursing College & Hostel at Dudhline Campus.

Proposed for Administrative Approval & Expenditure Sanction for an amount of ₹ 21,28,17,744/- for Construction of Nursing College & Hostel at Dudhline.

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval. The committee also recommended that a Nodal Officer for College of Nursing (CoN) to be nominated at the earliest by Director (ANIIMS) so as to initiate all the proposals for the College of Nursing (CoN).

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee deferred the proposal with direction to prepare a detailed/ justified proposal to be presented before the Commissioner Cum. Secretary (Health)/ Chairman, Finance Committee in presence of the Secretary (Health) prior to placing it before the Finance Committee.

{Action:- Planning Officer (ANIIMS)}

Agenda 05: Accommodation related issues.

a. House Rent Allowance for Resident Doctors

- i. HRA for Senior Resident: ₹ 6700/- per month
- ii. HRA for Junior Resident: ₹ 5600/- per month

b. Allotment of Quarters in ANIIMS Campus Exclusively to ANIIMS Faculty

The residential quarters located within the ANIIMS campus were constructed entirely from the funds of the Andaman & Nicobar Islands Institute of Medical Sciences Society (ANIMERS). These quarters were specifically planned and developed to address the accommodation requirements of ANIIMS faculty, thereby ensuring the availability of teaching staff within close proximity to the campus for academic, administrative and emergency medical duties.

However, a number of these quarters have been allotted to tenure officers of the Andaman & Nicobar Administration who are not associated with ANIIMS. This has resulted in the non-availability of accommodation for ANIIMS faculty members impacting Faculty retention.

One of the major reasons for the high attrition rate of faculty in ANIIMS has been the non-availability of suitable on-campus accommodation. Faculty members, particularly those recruited from outside the Islands, often face difficulties in finding suitable housing in Sri Vijaya Puram leading to dissatisfaction and resignation from service.

It is pertinent to note that a previous Audit Para had already raised objections to such allotments, stating that the use of society-funded infrastructure for purposes not directly related to the objectives of the Society is irregular and contrary to financial propriety norms. The continuation of such practice may lead to further audit objections and repercussion.

In order to comply with audit recommendations and uphold the intended purpose of the infrastructure and ensure the welfare and retention of faculty members, it is proposed that:

- i. All existing and future allotments of ANIIMS campus quarters may be restricted to ANIIMS faculty members only.
- ii. Quarters currently allotted to tenure officers of Andaman and Nicobar Administration may be progressively vacated and re-allotted to eligible ANIIMS faculty, in a phased and amicable manner.

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval. The committee recommended that the HRA to resident doctor's to be paid as mentioned below:

1. Senior Resident: ₹ 6,700/- per month

2. Junior Resident: ₹ 5,600/- per month

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee on a detailed discussion deferred the proposal at instant and recommended a comprehensive report to be prepared and worked out on the entitlements of Resident Doctors (JR & SR) are being paid as per the scheme of Govt. of India during the JR ship in other states.

{Action:- AD Admin. (ANIIMS)}

Agenda 06: LTC for all employees

The Executive Council, ANIMERS in its meeting held on **12.02.2015** vide **Agenda 10 (d)** decided that Faculty members would be entitled for Leave Travel Concession (LTC) every year for them and their dependant family members for their travel to their home town and back.

It is proposed that the benefit of Leave Travel Concession (LTC) may be extended to other contractual employees of ANIIMS with the following conditions:

- Contract employees with **a minimum of 1 year of continuous service** in the institution may be considered for LTC.
- LTC entitlement may be restricted to **home town travel once in year** or as per institution policy.
- Reimbursement shall be limited to actual travel expenses for the entitled mode of travel, subject to submission of valid travel documents.
- The benefit shall be admissible only during the period of valid contract engagement.

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval. The committee also recommended that the LTC benefits may be considered as per the CCS LTC rules and other relevant instructions issued from time to time.



The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee on a detailed discussion deferred the proposal. The Committee desired that a revised proposal to be placed before the Personnel department for vetting prior to placing it before the Finance Committee.

{Action:- AD Admin. (ANIIMS)}

Agenda 07: Enhancement of Special Duty allowance for Administrative posts (Director, Dean and Medical Superintendent)

The Executive Council, ANIMERS in its meeting held on 31.07.2023 vide Agenda 1 accorded approval for Academic/Special Duty allowance as follows:

Sl. No.	Designation	Academic/Special duty Allowance per month
1.	Professor	₹ 30,000/-
2.	Associate Professor	₹ 25,000/-
3.	Assistant Professor	₹ 20,000/-

In this regard, it is proposed that the Special Duty allowance of Administrative posts may be enhanced as follows:

Sl. No.	Designation	Proposed Academic/Special duty Allowance per month
1.	Director	₹ 50,000/-
2.	Dean Academics	₹40,000/-
3.	Medical Superintendent	₹40,000/-

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval. The committee also recommended that the special duty allowance is only applicable to the officials appointed on contractual basis as mentioned below and not to the regular/deputation cases.

Sl. No.	Designation	Special duty Allowance per month
1.	Director	₹ 50,000/-
2.	Dean Academics	₹40,000/-
3.	Medical Superintendent	₹40,000/-

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee deferred the proposal.

{Action:- AAO (ANIIMS)}

Agenda 08: Learning Resource Allowance

Learning Resource Allowance (LRA) is granted to the faculty members of AIIMS for the purpose of acquiring books, journals, e-resources, and other academic materials necessary for professional development, teaching enhancement, and research activities. This allowance serves as an important incentive to promote continuous medical education, ensure academic excellence, and keep faculty updated with the latest developments in their respective fields.

Given the remote geographical location and limited availability of academic resources in the Islands, the provision of a Learning Resource Allowance would significantly benefit not only the faculty but also other eligible non-faculty staff who are engaged in academic, clinical, or administrative work requiring regular professional updates.

The introduction of Learning Resource Allowance for both faculty and non-faculty members will:

- Encourage continuous learning and professional up skilling.
- Improve the quality of teaching, research, clinical services, and administration.
- Increase staff motivation and job satisfaction, contributing to better retention.

It is proposed that Learning Resource Allowance may be granted @ ₹. 1,50,000/- Per Year for Faculty and ₹. 30,000/- Per Year for Non-Faculty as permissible in AIIMS.

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval. The committee also recommended to follow the guidelines of DoPT/Government of India.

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee deferred the proposal.

{Action:- AD Admin. (ANIIMS)}

Agenda 09: Financial support for University Practical examination:

The instant proposal is regarding financial support for the conduct of university examination.

- i. Lunch @ ₹. 350/- per person and refreshment @ ₹. 200/- per person for 12 members for each subject.
- ii. Refreshment @ ₹. 100/- per patient involved in University Practical examination.
- iii. Refreshment for invigilators for university theory examination
- iv. ₹. 5,000/- per day for accommodation for external examiners due to non-availability of Guest House.

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval. The committee recommended that the procurement to be done through GeM and by following all the codal formalities. The committee also recommended that the expenditure to be met from ANIIMS admission account under the head (exam fees).

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee recommended the proposal to be placed before Executive Council for approval.

{Action:-Dean Academics (ANIIMS)/ Procurement Officer (ANIIMS)}

Agenda 10: Imprest money

Imprest money is in the nature of Permanent Advance available to different officials for the normal day-to-day petty expenses. Whenever the amount is about to be exhausted, it is recouped through adjustment on submission of Cash Memos/bills.



The Executive Council (ANIMERS) in its meeting held on **16.01.2023** vide **Agenda 10** sanctioned an Imprest amount of ₹ 5,000/- per month (Rupees Five Thousand Only) to HODs of the various departments of ANIIMS for meeting small incidental and routine expenses related for the day-to-day smooth functioning of the Departments.

In this regard, it is proposed that Dean Academics may be sanctioned an Imprest money of ₹. 10,000/- per month (Rupees Ten Thousand Only).

**GUIDELINES FOR THE EXPENDITURE TO BE MADE FROM THE IMPREST
SANCTIONED TO DIFFERENT DEPARTMENTS/SECTIONS TO MEET DAY TO DAY
PETTY EXPENSES**

1. The imprest should be utilized by the concerned section/officer for meeting the day-to-day emergent petty contingent expenditure like repair & maintenance of office/lab equipment's, procurement of stationeries & consumables, payment of labour/local transportation charges, refreshment for conducting meetings and hospitality of designated guests etc.
2. All expenses made from the imprest should be supported by printed Cash Memo/Invoice only. Invoices without GST should be avoided as far as possible. Hand written receipts should be highly discouraged except under unavoidable situations. In case of any deviation from the guidelines, the imprest holder has to forward the Cash Memo/Invoice for adjustment/recoupment after condoning the same from the competent authority with written justification.
3. All the cash memos/invoices which are to be submitted for recoupment against the Imprest must be duly authorized & certified by the HODs along with signature. The seal of "Certified and paid from imprest" should be marked on every cash memo/ invoice to be settled through imprest.
4. Imprest should not be used to buy items of durable nature like printers, furniture etc. Expenditure should not be incurred for purchase of capital items exceeding ₹ 2,000/- and LPC rules should be strictly adhered like Market Survey & bills of L1 from 2 to 3 proposal.
5. After issue of sanction order for payment of imprest Money, the Officer concerned shall request for release/payment of imprest money.
6. Since GOI mandate is on line payment and these are issues proposed that imprest A/c should be opened for each Director, Dean, MS & All HOD's of department with signature of HOD, one faculty & FO (Either of two).
7. Recoupment of Imprest may be claimed from Finance & Accounts Office in the prescribed form whenever the expenditure exceeds 75% of the imprest amount.
8. In no case, the amount of expenditure should exceed the sanctioned imprest limit when the invoices are submitted for recoupment.
9. An imprest expense register and stock register would be maintained for the same.

The instant proposal is placed before SFC for approval of:

- i. Imprest money of ₹ 10,000/- for Dean Academics & Medical Superintendent, GBPH.
- ii. Guidelines for the expenditure to be made from the imprest sanctioned to different departments/sections to meet day to day petty expenses.

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval. The committee recommended an imprest money amount of ₹. 10,000/- (Rupees Ten Thousand Only) to the Dean Academics (ANIIMS) as per the SOP proposed to meet the day to day petty expenses of the office by opening a current account and the expenditure/transaction to be carried out in cashless mode.



The Medical Superintendent, GBPH, Sri Vijaya Puram is already having an imprest money drawn from the Government account. So as to avoid the duplicacy the committee didn't recommend the imprest money for the Medical Superintendent, GBPH.

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee on a detailed discussion recommended an amount of ₹.5,000/- (Rupees Five Thousand Only) at par with all the HoD's to be allowed to the Dean Academics (ANIIMS) as imprest money to meet the day to day routine expenditure of the office of Dean Academics (ANIIMS). The Committee also desired the expenditure /transaction to be carried out in a cashless mode with digital card facility.

{Action:- Dean Academics (ANIIMS)/AAO (ANIIMS)}

Agenda 11: Proposal for Biomedical Equipment Maintenance Services at Andaman & Nicobar Islands Institute of Medical Sciences, Sri Vijaya Puram.

HITES, (HLL Infra Tech Services Ltd), a subsidiary of HLL Lifecare Limited, under the Ministry of Health and Family Welfare, Government of India, has expressed interest in the execution of a Bio Medical Equipment Maintenance Project in Andaman & Nicobar Islands Institute of Medical Sciences, Sri Vijaya Puram.

HITES Bio-Medical Equipment Maintenance services encompass testing and calibration, third party inspection, specification portal, medical equipment maintenance and electromagnetic interference (EMI)/ electromagnetic compatibility (EMC) testing. Key components of the proposal include:

1. Equipment Maintenance Dashboard:

- a. All maintenance work will be managed under one roof with a toll-free number and on-site maintenance staff.
- b. For high-end radiology and oncology equipment, HITES will provide maintenance support with back-to-back support from Original Equipment Manufacturer (OEM) vendors.

2. Comprehensive Data Management:

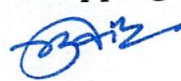
- a. Currently, comprehensive data regarding equipment availability, functional status, calibration status, repair requirements, and supplier responsibilities is generally not available with institute.
- b. This proposal aims to rectify this by mapping equipment inventory and functionality status, classifying equipment into categories: Functional, Minor Repairs, Major Repairs, Calibration needed, and Not Repairable.

3. Maintenance and Repairs:

- a. Post equipment mapping, HITES will commence maintenance and repair activities.
- b. Trained BMEs and technicians will be stationed at the institute.
- c. Maintenance will be tracked through Maintenance Process Tracking Identification Numbers (MPT-IDs) following GS1 standards.

4. Setup of Maintenance Workshop:

- a. A maintenance workshop will be established to track all maintenance activities.
- b. HITES will be able to start Biomedical Equipment Maintenance (BEM) services within 30 days of the award of work, and asset tagging and mapping will be completed within the next 60 days.



5. Cost Efficiency:

- a. Typically, OEM vendors charge 5-8% towards CMC charges, with high-end equipment like CT, MRI, and ultrasound reaching up to 12-13%.
- b. HITES will provide round-the-clock technical support, a real-time dashboard, updated software, and critical spares at the institute level.

The total financial implication is approx. ₹ 34,15,24,275/- (Rupees Thirty Four Crore Fifteen Lakh Twenty Four Thousand Two Hundred & Seventy Five Only).

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval. The committee directed that the detailed justification to be presented before the Finance Committee (FC) by the Bio-Medical Engineer (ANIIMS)/Procurement Cell (ANIIMS).

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee unanimously deferred the proposal with the direction for an elaborated and justified presentation to be done before the Commissioner cum-Secretary (Health)/Chairman, Finance Committee in presence of the Secretary (Health) through e-office.

{Action:- Bio-Medical Engineer (ANIIMS)/Procurement Officer (ANIIMS)}

Agenda 12: Opening of Bank Accounts

- a. **Opening of Zero Balance Savings Bank Account in the name of ANIIMS recruitment to collect the Application fees for recruitment of Faculty and Senior Resident posts.**

The Executive Council (ANIMERS) in its meeting held on **11.06.2024 vide Agenda 6** approved the collection of ₹. 1,000/- from candidates applying for Faculty positions and ₹. 500/- from candidates applying for Senior Resident positions. It is proposed that the application fees may be collected in ANIIMS Recruitment and the expenditure incurred towards the conduct of recruitment process including payment of sitting fees and lunch/refreshment may be met from this account. After conduction of interview the statement of Expenditure with original bills/vouchers and attendance record of the committee members will be submitted accordingly for settlement. It is proposed that Zero Balance Savings Bank Account in the name of ANIIMS recruitment with Director (ANIIMS) and AAO (ANIIMS) as signatories.

The Sub-Finance Committee is requested to consider and recommend the opening of Zero balance savings account in the name of ANIIMS Recruitment

- b. **Opening a Zero Balance Savings Bank Account in the name of ANIIMS Red Ribbon Club with Dean Academics and AAO, ANIIMS as signatories**

Andaman & Nicobar AIDS Control Society (ANACS) disburses fund every year for the conduct of Red Ribbon Club activities and Marathon in ANIIMS. In this regard, it is proposed that a separate Zero Balance Savings Bank Account may be opened in the name of ANIIMS Red Ribbon Club with Dean Academics and AAO,

ANIIMS as signatories. The fund received will be exclusively used for the conduct of Red Ribbon Club activities in ANIIMS.

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval. The committee recommended both the accounts to be opened as current account. The committee also desired that the ANIIMS Red Ribbon Club account to be jointly operated by the Nodal Officer, Red Ribbon Club and Dean Academics, (ANIIMS).

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee recommended the proposal to be placed before Executive Council for approval. The Committee on detailed discussion recommended opening of savings account rather than current account to avoid loss of interest.

{Action:- AAO (ANIIMS)}

Agenda 13: Starting of PG courses

The following PG courses are proposed to be started in the academic year 2026-27 in subjects having adequate Faculty and infrastructure:

Sl.No.	Name of the subject*	No. of PG seats proposed in 2026-27
1.	Pathology	07
2.	Forensic Medicine	02
3.	Community Medicine	03
4.	Paediatrics	03
5.	Obstetrics & Gynaecology	03
6.	ENT	01
Total no. of PG seats proposed in 2026-27		19

* Subject to approval by NMC/affiliating university.

A fee of ₹ 5 lakh per subject +18% GST needs to be paid to PU for consent of affiliation following which the information will be sent to NMC. NMC also charges amount ₹ 2.5 Lakh per subject +18% GST for LOP.

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval.

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee accorded in-principle approval for the proposal subject to a details presentation of the proposal along with the factual position should be presented before the Comm-cum-Secretary (Health) /Chairman, Finance Committee along with Secretary (Health).

{Action:- Dean Academics/Recruitment Cell i/c (ANIIMS)}



Agenda 14: OSD Technical, (ANIMERS) to be retained for maintenance of Hospital and college campus buildings

The Executive Council meeting of ANIMERS held on **15.10.2015** vide **Agenda no. 17**, the Council was pleased to establish an Engineering Wing for Medical College under OSD Technical (ANIMERS) via Order No. 261 dated 21.11.2015 to look after the Installation/Maintenance of all Civil/Electrical and Air Conditioning works of Assets taken over by ANIMERS/ANIIMS.

The Competent Authority also decided to provide fund to carry out the works and also service of sufficient electrical and engineers on diverted capacity from APWD to assist OSD Technical (ANIMERS).

The **Finance Committee (FC)** in its meeting held on **14.05.2024** recommended that the GBPH being a Government Hospital and an asset of Andaman & Nicobar Administration, hence all the Civil & Electrical works of GBPH has to be maintained by APWD under DHS. The **Executive Council** of ANIMERS in its meeting held on **11.06.2024** vide **Agenda 11 recommended the proposal of Finance Committee (FC). Further the Executive Council also directed that the 17 nos. DRM's to be retained by the OSD Technical (ANIMERS) and only the works of OSD Technical (ANIMERS) of GBPH will be transferred to APWD under DHS.**

The GB Pant Hospital, Sri Vijaya Puram has been handed over to the society namely "ANIMERS" as an attachment to Medical College (ANIIMS) vide Admn's Order No. 1716 dated 16th June, 2023.

In view of handing over of GB Pant Hospital to ANIIMS, the OSD Technical (ANIMERS), ANIMERS to be retained and proposed to overview the routine maintenance of GB Pant hospital, ANIIMS and ANIMERS buildings at Dudhline Campus.

The maintenance funds are allotted from GIA (General) which is insufficient since the number of taken over buildings has increased. Also, the GB Pant Hospital is a very old structure and so required frequent repair, maintenance and renovation of different buildings so additional fund allotted to OSD Technical (ANIMERS) for these works. It is proposed that approval may be accorded for Separate head for OSD Technical (ANIMERS).

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval.

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee recommended the proposal to be placed before Executive Council for approval. The Committee directed that the prior to placing the agenda before the Executive Council proper drafting of the agenda should be done along with the facts/details in a chronological order of the events taken place before the Executive Council.

{Action:-Planning Officer (ANIIMS)}



AGENDA 15: Presentation of Audited Statement of Accounts for the financial year (FY) 2019-20, 2020-21, 2021-22 & 2022-23 received from the Chartered Accountant M/s. S Koshiya & Associates.

M/s S Koshiya & Associates, Surat, Gujarat, was appointed for auditing the annual accounts for the financial year 2019-20, 2020-21, 2021-22 & 2022-23 with the approval of Chairman, EC, ANIMERS in terms of Rule 22(b)(ii) of Rules and Regulations of the society.

The CA firm has conducted the auditing of the accounts and has submitted the audited accounts statement viz Receipt & Payment Account, Income & Expenditure Statements and Balance Sheet for the society ANIMERS as well as its subsidiary bodies ANIIMS and OSD Technical (ANIMERS).

It has been observed by them that as per their opinion, proper books of accounts have been kept and regularly maintained by the organization so far it appears from the examination of such records. 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 report was placed before the EC.

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.

The Sub-Finance Committee (SFC) recommended the proposal to be placed before the Finance Committee (FC) for its recommendation prior to placing it before Executive Council (EC) for approval.

The proposal was placed before the Finance Committee (FC) for its recommendation prior to placing it before the Executive Council (EC) for approval please.

The Finance Committee deferred the proposal. The Committee stated that the presentation of the audited statement is a serious concern and the agenda should be properly presented with all the details/facts of the audited statements prepared by the Chartered accountant.

{Action:-Financial Advisor (ANIMERS)}

Further, the Chairman, Finance Committee directed that the agendas proposed to be placed before the Finance Committee should be presented before the Secretary (Health) with a detailed presentation along with all the necessary documents pertaining to agenda prior to convening of the Finance Committee.

{Action: -Director (ANIIMS)}

The meeting ended with vote of thanks to the Chairman Finance Committee (ANIMERS).



Member Secretary (ANIMERS)