

संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
(भारत सरकार, शिक्षा मंत्रालय के अधीन मानित विश्वविद्यालय)
(DEEMED-TO-BE UNIVERSITY UNDER GOVT. OF INDIA, MoE)
लौंगोवाल, जिला-संगरूर, पंजाब-148106
LONGOWAL, DISTRICT-SANGRUR, PUNJAB-148106



**ADMINISTRATIVE AUDIT REPORT
2020-21 & 2021-22**

NOVEMBER 22-23, 2022

"PROUD TO BE PART OF TEAM SLIET"

"TOGETHER WE CAN MAKE A DIFFERENCE"



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)
लौंगोवाल, जिला संगरूर, पंजाब – 148106
Sant Longowal Institute of Engineering & Technology
(Deemed-to-be-University under Ministry of Education, Government of India)
Longowal, District Sangur, Punjab-148106

संदर्भ सं/ Ref. No. SLIET/Admn./2022-23/5062-5063

दिनांक / Date: 29.11.2022.

The Dean (FSW) &
Convener, IQAC,
SLIET Longowal

Subject : Administrative Audit – 2020-21 & 2021-22

Sir,

Please find enclosed herewith a copy of the Administrative Audit Report 2020-21 & 2021-22 held on November 22-23, 2022 for kind information and record please.

Encl. Copy of Administrative Audit Report.


Registrar 29.11.22

Copy to the Director for kind information

"Proud to be Part of Team SLIET"

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
(SLIET), LONGOWAL,
DISTRICT-SANGRUR (PUNJAB) - 148106**

**ADMINISTRATIVE AUDIT REPORT
2020-21 & 2021-22**

ADMINISTRATIVE AUDIT COMMITTEE

The following Administrative Audit Committee was constituted by the Director and notified vide Office Order No. SLIET/Admn./A2/20222-23/4551-53 dated 20.10.2022 to conduct Administrative Audit for 2020-21 & 2021-22 **(Copy placed at Annexure-A).**

01.	Sh. H.M Arora, Registrar SLIET	Convener
02.	Prof. A.S. Arora, Dean (FSW), SLIET	Member
03.	Prof. Harish Chopra, Former Registrar (Officiating)	Member
04.	Sh. Binod Doley, Registrar, MANIT, Bhopal	External Member


METHOD OF OPERATION

After finalization of the date i.e. November 22-23, 2022, the schedule of the Administrative Audit of SLIET was issued vide Letter No. SLIET/Admn./2022-23/4927-28 dated 21.11.2022 **(Copy placed at Annexure-B).**


It was decided, vide Office Order No. SLIET/Admn./2022-23/4922-26 dated 21.11.2022 that the following sections will undergo the Administrative Audit and will present report about the activities of their sections and action taken on the previous Administrative Audit Report to the Administrative Audit Committee constituted for this purpose:-

<u>Sr.No.</u>	<u>Section</u>	<u>Report to be prepared and presented by</u>
1.	Academic Section	Assistant Registrar (Academic)
2.	Store & Purchase Section	Assistant Registrar (S&P)
3.	Administrative Section	Dy. Registrar (Admn.)
4.	Accounts Section	Dy. Registrar (A & A)
5.	Estate Office	Faculty In-charge (Civil)
6.	Hostel System	Chief Warden (Boys) & Chie Warden (Girls)
7.	Transport Section	Controller Vehicle
8.	Health Centre	Chairperson, Health Centre
9.	Sports Section	Chairman, Sports Committee

- The Administrative Audit process started with a meeting of the Administrative Audit Committee with all Section In-charges of the Institute.
- Director, SLIET welcomed the committee members.


23.11.22




23/11/22



23/11/2022


- Sh. H.M. Arora Convener of the committee presented a brief introduction on Administrative Audit and modalities to be followed during the Administrative Audit. Dr. A.S. Arora, Convener, IQAC was also present in this introductory interactive session.
- All Section In-charges gave presentation about the activities being carried out in their respective Section, in addition to the Action Taken Report (ATR) (copy placed at **Annexure-C**) on previous Administrative Audit.
- The heads of the Sections presented and explained the activities of their section.
- This was followed by the visit of the committee to various branches/supportive wings of the Institute to have discussions with the concerned officers and administrators to have the first hand information about the various activities and services. The committee visited different sections to carry out the Administrative Audit.


The execution of the whole assessment process was planned systematically by the IQAC. Specific methodology was adopted to collect information from the concerned section which was made available to the members of the Administrative Audit Committee.

This information was examined by the Committee and facts were ascertained through spot visits and interaction with the stakeholders. The committee examined:-

- The appropriateness and adequacy of the facilities and delivery of services.
- Proper utilization of resources, computer facilities and strengths of the branches.
- Other general facilities like office ambience, drinking water, toilets, classrooms, lighting etc.
- Action Taken Report on the previous Administrative Audit Report for the year 2019-20. The Committee noted the Action Taken Report on the previous Audit Report for the year 2019-20. The Action Taken Reports submitted by various department/Sections are enclosed.
- All this helped the Committee to derive the factual information about the progress made during 2020-21 & 2021-22 and made the following observation/ recommendations:


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 MANIT Bhopal


 (Dr. Harish Chopra)
 Former Registrar
 SLIET, Longowal


 (Dr. A.S. Arora)
 Dean (FSW)
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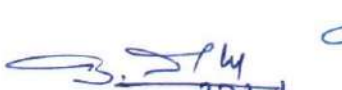

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BRANCH-WISE OBSERVATIONS AND RECOMMENDATIONS


ACADEMIC BRANCH

OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS

- a) The post of Assistant Registrar for Admission and Examination purpose should be introduced while doing the cadre re-structuring of the Institute.
- b) The meetings of Board of Studies (BoS) of different departments need to be held as per regulations. Academic Section should make a plan for the entire year for all the departments and fix the dates for conducting the BoS in consultation with HoD concerned, issue office order for the entire year and also incorporate the same in the Academic Calendar. ERP of the Institute should be modified in such a way that alert can go to concerned faculty member before the schedule of BoS meeting.
- c) Office order for constitution of BoS of various departments for 02 years be issued.
- d) The statistics of students admitted during last five years in different programmes should be provided to the already constituted Institute committee so that committee can decide seat allocation for particular programme/ course for the next year admission on the basis of statistics so that the same may be incorporated in the Information Brochure for Admission.
- e) New programmes/course which can be started by various departments from next Academic year should be decided and agenda be placed in next meeting of the Senate which shall be held in the first quarter of 2023.
- f) Concerned Deans/HoDs of various departments should meet and decide about the programme/courses which needs to be discontinued from next Academic year onwards due to paucity of students for placing as an Agenda item before the next Senate meeting to be held in first quarter of 2023.
- g) All schemes of various programmes/courses should be binded in hard copy every year for the purpose of record.
- h) Details/statistics of declaration of results of various programmes/ courses should be prepared every year showing the comparison of due date as already notified in academic calendar and actual declaration of result.
- i) Students facilitation Centre be established by Academic Section in collaboration with SET office and manpower/other resources be provided accordingly.
- j) Quiz part of continuous assessment examinations may be conducted through online mode. The online examination facility may be extended to other components of continuous assessment examination as well as to the end Semester Examination.


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- k) LED Screens should be installed into the Senate Hall alongwith required digital audio video equipments.
- l) Digitalization of Academic record should be done for the old and existing record and necessary infrastructure be created as per the requirement.
- m) Information required for Annual Report, NAAC, AQAR etc. be planned through ERP such that faculty members/staff can update the record in the profile section of ERP on monthly basis.
- n) The User Manual and Video tutorials for different processes on ERP system for all stakeholders must be prepared and disseminated among all concerned with the help of ACSS, SLIET.
- o) ERP Module has been implemented in the Institute, which is noted with appreciation. Modifications in the existing ERP modules need to be undertaken immediately as per changes in the rules.
- p) Ordinances for all programmes on the Institute web port needs to be updated regularly as per amendments from time to time.
- q) Online conduct of Entrance Test for LEET/PG/Ph.D was noted with appreciation. Same be explored for ICD programme.
- r) All Computers, scanners, Photostat machine, printers etc. are in working order and well maintained.


ACCOUNTS BRANCH

OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS

- a) Payment to vendor/party on submission of bill, should be release within 10 days from the date of generation of CRAC in order to avoid penalty due to late payment. A person for ensuring the timely payment be designated in the Accounts Section for the purpose.
- b) Section should intimate the advance holder after the adjustment of the advance and should send on Email in first week of every quarter who have not adjusted advance.
- c) All payments released to the employees related to LTC/Medical/TA should be informed.
- d) The committee appreciated the Annual Activity Calendar of the section which is being followed in true spirit.
- e) General Financial Rules-2017 and CCS Rules are being followed by the Institute.

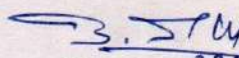

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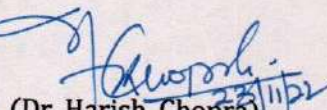

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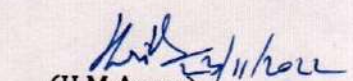

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- f) All students fee is being collected online through the Nationalized Bank except examination fee, transcript charges, mess charges etc.
- g) It is appreciated that Accounts are being maintained using a Tally Software (Introduced in 2020) i.e. Cash Book, Salary Bills, Income Tax, CPF/NPS, Fee Collection, Bank Reconciliation, Issuance of cheques.
- h) Various useful contents uploaded on the Institute website by the Accounts Branch included forms related to Accounts Section.
- i) Salary Slip to all the employees of the Institute is being received through concerned email. Need to be sent within 2-3 days. Email and contact number of all faculty/staff should be incorporated in the accounting/salary system so that all employees may get information about salary slip other payments through email/message.
- j) All staff members of the branch have the knowledge of operating MS/Power Point and MS excel, noted with satisfaction.
- k) Though the section has automation system for various processes, the system of e-payment also needs to be strengthened.
- l) Every staff of the Accounts Branch needs more training as per needs of the institute on PFMS, NPS, GST, Audit, TA/DA etc. Section to explore the possibility of inviting external experts for updation of their knowledge in these above mentioned areas.
- m) Filing System needs improvement.
- n) There should be some maximum time period defined for payments and calendar should be adhered.
- o) The accounts will present the following items in every Administrative Audit
 - Percentage of Cashless transactions.
 - Percentage of Utilization of funds/Expenditure.
 - IRG generated during the year.
- p) The Group Insurance Scheme from LIC/SBI or appropriate agency may be taken in order to help the family members of bereaved employee in hard times. The Institute should not bear any liability in this regard.


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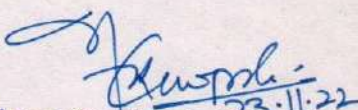

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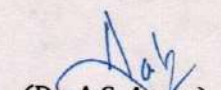
ADMINISTRATION BRANCH

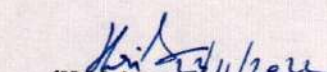
OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS

- a) One in house workshop needs to be conducted on RTI for all the non-teaching staff.
- b) It has been informed that the proposed SLIET Rules have been kept in abeyance and the Institute has been following CCS Rules as per approval of the Board of Management of the Institute. It is recommended that all rules applicable to NITs may be made applicable to this Institute as framed and updated from time to time by the NIT Council/MoE, GoI.
- c) The Section should arrange regular internal meetings quarterly regarding changes/modifications in the existing Rules & Regulations and also draw minutes of meeting and submit to the competent authority for further action, if any.
- d) The meetings of Legal Advisory Committee should be held regularly, atleast once in every two months.
- e) Departmental Promotion Committee (DPC) of various pending post should be completed at the earliest.
- f) Once any employee proceed on tour for any official purpose and office order for the same is issued, in that case approval of journey need not to be taken again and payment of TA/DA should be made on basis of office order itself.
- g) All the records relating to the employees are being maintained by the administration branch. The proper record of incoming and outgoing dak is being maintained in the dairy/dispatch register.
- h) The stock register of the branch for consumable and non-consumable items is also being maintained.
- i) Sufficient Internet facility is available in the Institute.
- j) All the Assistant/UDC/LDC/Stenographer have the knowledge of operating MS/Power Point and MS Excel and rest of the staff have basic computer knowledge.
- k) The branch keeps in touch with the latest Central and State Government Rules, Policies etc. and responds to these from time to time within the stipulated period.
- l) All the complaints received through various online portal/off-line are resolved promptly.
- m) Training Programme by DoPT/other external expert be organized at regular interval.
- n) The Reservation Roster Register prepared by the Administration Section was appreciated by the committee. Vacant positions for non-teaching/teaching positions may be filled as per Reservation Roster and applicable Recruitment Rules.


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STORE AND PURCHASE SECTION

OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS:


- a) For effective functioning of Store and Purchase Section, decentralization of procurement of goods/Lab Consumables/repair and maintenance including AMC, be executed at department level. Concerned HoD of various departments may be authorized for procurement/repair and maintenance/AMC value upto Rs. 25000/- at a time strictly following the provisions of GFR 2017/ General Terms & Conditions (GTC) on GeM portal after getting administrative approval and financial sanction of the competent authority.

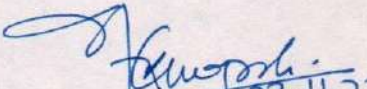
Dean (P&D) should be authorized to sanction the release of payments from Rs. 25001/- to Rs. 2.00 lacs, subject to internal audit and administrative & financial approval by the competent authority. File should be sent directly to the Accounts timely for release of payment by the Dean (P&D).

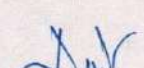
Assistant Registrar (S&P) should be authorized to sanction the release of payments upto Rs. 25000/- ,once the file for the procurement is already approved administrative and financially by the competent authority. File should be sent directly to the Accounts for releasing the payment timely by the Assistant Registrar (S&P).

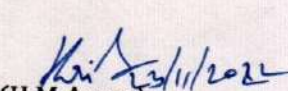
Procurement is to be executed through user ID of GeM Portal already allotted to the respective HoDs.

- b) One LDC/UDC level person should be given additional responsibility to work as purchase assistant for three/four departments for procurement of various items required by the departments, in consultation with Store & Purchase Section as and when required.
- c) The internal meeting of the section should be held quarterly and proceedings be recorded.
- d) Payment to vendor/party on submission of bill should be made within 10 days from the date of creation of CRAC in order to avoid penalty due to late payment. A person for ensuring this should be designated in the Accounts Section for the purpose.
- e) In case of procurement through GeM portal, once the case is administratively and financially approved by the competent authority, the same is not to be sent again to the Director at the time of release of payment. In such cases, the payment bills processed by S&P Section are to be sent directly to the Internal Audit Cell then Dean (P&D) and then to Dy. Registrar (A&A) for release of payment to the party in order to avoid penalty on account of late

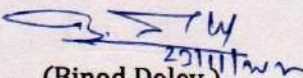

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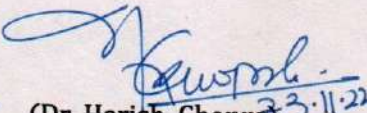

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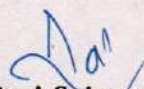

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- payment.
- f) Writing pad having few pages (10-20 only) should be got printed for the meeting purpose having name and logo of the Institute. Few spiral diaries and pen should also be got printed which can be used on different occasions.
 - g) Staff needs to have the knowledge of latest e-governance technologies. Staff may also be sent for requisite training or in-house training may be arranged.
 - h) The filing system and record keeping needs further improvement.
 - i) Stock register at department level and industrial project level must be maintained by the officer and respective PI. This system should be entered in Master Register. Payment should not be made without the entry ticked by audit.
 - j) Fixed assets register and labelling of the register needs improvement.
The assets generated in research projects funded by external agencies should be transferred from stock register of project to stock register of the department. Transfer entry should be got verified by Accounts Section.
 - k) No definite time-frame for processing the cases in the branch. Payment of the party/firms should be released in the fixed time period i.e. within one or two weeks.
 - l) The follow up of procurement cases is slow.
 - m) The Section should prepared Depreciation Rules of non-consumable items.


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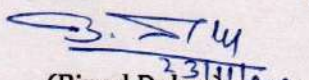

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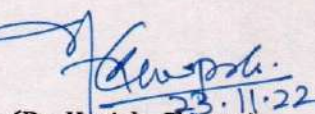

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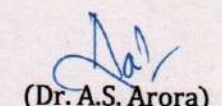
ESTATE BRANCH

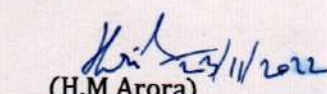
OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS

- a) Penalty clause of non-compliance of any terms and conditions must be incorporated in the Bid document to be published on GeM Portal and action should be initiated against the firm/vendor of non-compliance in written.
- b) For fast and effective functioning of Estate Office, Expression of Interest may be called for empanelling few contractors for three years. Tender/rates should be invited from the empanelled vendors for any work related to Civil/Electrical/plumbing/maintenance etc. upto Rs. 5.00 lacs instead of going to GeM/ CPP portal.
- c) The Institute has sufficient resources for regular upkeep of infrastructure and there is effective mechanism for the upkeep of infrastructure facilities for effective institutional functioning.
- d) Sufficient provisions of funds in annual Budget of the Institute is being made for upkeep of infrastructure on the campus.
- e) The effective mechanism/resources are provided for maintenance i.e. Housekeeping/Sweeping/Dusting/Cleaning services/Public Health Maintenance/Maintenance of Furniture including wooden Doors and Windows/Maintenance of civil works, electrical works/ Maintenance of HT/LT lines, substations and Street lights in the campus and Horticulture.
- c) Online system for complaints of Civil and Maintenance works should also be introduced. The time period for the complaints of Civil and Maintenance works should also be fixed.
- f) Modern system of waste disposal should be adopted.
- g) Traffic Rules should also be displayed in the Campus.
- h) The Section should make efforts for receipt of digital payment for Guest House.
- i) The Section should make mechanism for time-bound compliance of Audit para's
- j) The Section should make efforts for waste management.
- k) Mechanism be put in place for monthly inspection of Civil/Electrical/ Horticulture works.


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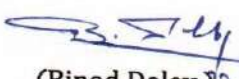

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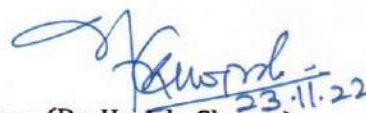

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TRANSPORT SECTION


OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS

- a) Insurance of all the official vehicles should be done for three years in one go from Government Agency.
- b) Communication should be held with Transport Commission to allow Institute vehicles across the India without the permit.
- c) Transport policy needs to be prepared.
- d) Needs improvement in maintenance of record especially log books etc.
- e) More emphasis be given for utilization of vehicles for training, placement of students etc.
- f) Duty Roaster of Drivers is prepared on monthly basis is appreciated.
- g) Fuel efficiency management be explored.
- h) Quarterly Chart of fuel efficiency record of each vehicle be displayed in office.
- i) Drivers be given targets of fuel efficiency.
- j) Average of the vehicles should also be checked on regular basis.
- i) Existing filing/log book system of this section needs improvement.
- j) Service station/washing area is under utilized. Institute needs take steps to have tie-up with Ministry of skill Development, GOI for better utilization of the area by planning some relevant training/skill development courses. .
- k) Calendar of servicing of vehicles be prepared.


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HOSTEL SYSTEM

OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS

- a) Chief Warden Office should prepare the report on shortage of hostel including students residing as four students in one room, so that Admission seats can be reviewed for next Academic Year by the Academic Section.
- b) Fencing of open Gymnasium of all the Hostels may be explored.
- c) Open Gymnasium should be started in the vicinity of Hostel No.03 & 04.
- d) Independent Grievance Redressal System for students in Hostels is being done as on date as informed by Chief Warden Office. However, for transparency purpose Chief Warden Office should maintain record/ documentation also for the same.
- e) PT Coaches should organize some activities in Girls Hostel on weekly basis.
- f) More hostels are required as per the strength of the students.
- g) Cleanliness in mess area is well maintained and appreciated.
- h) Laundry facilities may be extended to the students through outsourcing on payment basis.
- i) DG set or alternative facility may be provided in mess area of the hostels.


 (Binod Doley) 23/11/22
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SPORTS SECTION

OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS

- a) Renovation/Repair of Gymnasium in Student Activity Centre (SAC) should be done on urgent basis and modern equipment for Gymnasium be purchased.
- b) Music Room and Art Room should be renovated to create the required ambience.
- c) Services of staff having passion in music/art should be utilized in the Music and Art Room.
- d) Music facility may be provided in the Gymnasiums in the Student Activity Centre.
- e) Institute needs to devise mechanism for recycling of swimming pool water.
- f) The machines/equipments being used in Swimming Pool should be maintained properly so that water of the swimming pool can be changed on alternate day.
- g) Fans may be provided in the students Activity centre as per needs of the students.
- h) Proposal for wooden squash court be submitted to authorities.
- i) Provision of Indoor Sports Complex/Covered Swimming Pool be explored in the Institute on priority.
Movie streaming option in Auditorium be also explored as an additional recreation facility.


(Binod Doley)
Registrar
MANIT Bhopal


(Dr. Harish Chopra)
Former Registrar
SLIET, Longowal



(Dr. A.S. Arora)
Dean (FSW)
SLIET, Longowal



(H.M Arora)
Registrar
SLIET, Longowal


HEALTH CENTRE

OBSERVATIONS/ SUGGESTIONS/RECOMMENDATIONS

- a) Institute should appoint one more doctor on contractual basis or one more post be created as number of existing doctors are not sufficient to provide the medical facility to the student/employees of the Institute. This shall help the SLIET Health Centre to depute one doctor on shift duty 24X7.
- b) One pharmacist and one staff nurse be engaged on contract basis so that Health Centre can have one pharmacist and staff nurse availability i.e 24 X 7
- c) Air Conditioner facility may be provided in Pharmacy and physiotherapy room in Health Centre.
- d) Basic Training/First Aid training for attending the patients in emergent conditions should be provided to all the staff working in Health Centre and different hostels.
- e) The medicine stock is available sufficiently
- f) Staff be deputed for requisite training in their domain as per needs.
- g) The possibility of allotment of Pharmacy Shop in the Health Centre/any other suitable place through outsourcing may be explored.
- h)) Staff including Medical officer of the Health Centre need to visit nearby IIT/NIT to experience the working environment in those Institutions.


 (Binod Doley)
 Registrar
 MANIT Bhopal

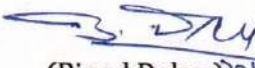

 (Dr. Harish Chopra)
 Former Registrar
 SLIET, Longowal


 (Dr. A.S. Arora)
 Dean (FSW)
 SLIET, Longowal



 (H.M Arora)
 Registrar
 SLIET, Longowal

OVERALL OBSERVATIONS AND RECOMMENDATIONS

- a) The Institute has a large campus area of 447 acres.
- b) The Institute has adopted the e-governance in the some of the area like Academic and Finance & Accounts. Efforts may be made for implement in other Sections.
- c) The duties assigned to the officials are being attended to within a scheduled time. However, daily diary needs to be maintained by each section.
- d) The files/cases are being attended to as per prescribed rules and regulations of the Institute and following the regulations of various statutory bodies viz. UGC, AICTE etc.
- e) A Unified Threat Management Solution needs to be implemented to secure the network from hackers, for filtering unnecessary traffic, streamlining traffic by specifying priorities and blocking unwanted sites.
- f) Training programmes for the ministerial and secretarial staff are required to be organized regularly.
- g) All the required circulars, notifications, letters, minutes of various statutory bodies and committees and lot of other information is uploaded on the website of the Institute.
- h) All the Minutes of Meeting of BoM/FC/Senate are uploaded on Institute Website.
- i) There is a need to shift/divert thorough fare road from outside campus, to have a closed academic environment in true sense and for student security.
- j) Record keeping management in the Institute needs improvement and one Record Room is required to be created in the Institute or in each branch/section.
- k) Existing manpower of all sections needs to be reviewed as per the workload of the different section.
- l) Fire extinguishers in all buildings needs to be checked periodically.
- m) Wash/Bath Rooms in Administrative Block should be hygienic and need renovation.
- n) Infrastructure needs to be used effectively.
- o) Implementation of ERP for all Sections of the Institute need to be expedited.
- p) Staff including Section In-charges working in various Sections need to be deputed to nearby IIT/NIT to improve the efficiency and environment in the Institute.
- q) Strengthening of Social Security Schemes for employees like Group/Medical/Insurance and Empanelment of Hospital for cashless hospitalization/treatment may be explored.


 (Binod Doley) Registrar

 (Dr. Harish Chopra) Former Registrar


 (Dr. A.S. Arora) Dean (FSW)


 (H.M. Arora) Registrar



Annexure - A 15

Sant Longowal Institute of Engineering and Technology
Longowal, Distt. Sangrur, Punjab - 148106
(Deemed to be University under MoE, GOI)

Ref. No. SLIET/Admn./A2/2022-23/ 4551-53

Dated: 20/10/2022

OFFICE ORDER

A committee of following members has been constituted by competent authority for conducting Administrative Audit of all the Sections of the Institute to be undertaken during 2nd/3rd week of Nov. 2022.

- | | | |
|---------------------------|---|--------------------------------|
| 1. Registrar SLIET | - | Convener |
| 2. Dean, FSW | - | Member |
| 3. Prof. Harish Chopra | - | Former Registrar (Officiating) |
| 4. Registrar, NIT, Bhopal | - | External Member |

(Signature)
20/10/22
Deputy Registrar (Admn.)

CC to :-

1. Director SLIET- for kind inf. please.
2. All above committee members
3. File copy

Deputy Registrar (Admn.)



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान

(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)

लौंगोवाल, जिला-संगरूर, पंजाब - 148106

Sant Longowal Institute of Engineering & Technology

(Deemed-to-be-University under Ministry of Education, Government of India)

Longowal, District Sangrur, Punjab-148106

Annexure-B 16

संदर्भ सं/Ref. No. SLIET/Admn/2022-23/4987-4988

दिनांक /Date: 21/11/2022

SCHEDULE OF ADMINISTRATIVE AUDIT OF SLIET, LONGOWAL.

DATE : 22.11.2022		
TIME	SCHEDULED MEETING/EVENTS	VENUE
11:30 A.M.	Welcome Address by the Director, SLIET	Committee Room (Admn. Block)
11:40 A.M.	Address by the Dean (FSW)	
11:50 A.M.	TEA	
Presentation of Reports by:		
12:00 NOON	Assistant Registrar (Academic)	Committee Room (Admn. Block)
12:10 P.M.	Assistant Registrar (S&P)	
12:20 P.M.	Dy. Registrar (Admn.)	
12:30 P.M.	Dy. Registrar (A&A)	
12:40 P.M.	Faculty In-charge (Civil)	
12:50 P.M.	Prof. Sukhcham Singh, Chief Warden (B)	
01:00P.M.	Controllor Vehicle	
01:10 P.M.	Chairperson, Health Centre	
01:20 P.M.	Chairman, Sports Committee	
01:30 P.M.	Lunch	
02:15 P.M.	Visit of the Committee Members to:	Academic Section
02:30 P.M.		Store & Purchase Section
02:45 P.M.		Administrative Section
03:00 P.M.		Accounts Branch
03:15 P.M.		Estate Office
03:30 P.M.		Hostel System
03:45 P.M.		Transport Section
04:00 P.M.		Health Centre
04:15 P.M.		Sports Section
DATE : 23/11/2022		
10:30 A.M. to 01:30 P.M.	Meeting of Committee Members and concerned Section In-charges and evaluation of Audit Reports. (Tea will be served in the middle).	Committee Room (Admn. Block)
01:30 P.M.	Lunch	Guest House
02:15 P.M.	Audit Report Writing	Committee Room
03:00 P.M.	Submission of Report to Director & exit meeting	(Admn. Block)

Copy to:-

1. Director, SLIET for information please.
2. All concerned committee members and Section In-charges for information.

[Signature]
Registrar
21/11/2022

"Proud to be Part of Team SLIET"



Annexure-B 17

संत लॉंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)
लॉंगोवाल, जिला-संगरूर, पंजाब - 148106
Sant Longowal Institute of Engineering & Technology
(Deemed-to-be-University under Ministry of Education, Government of India)
Longowal, District Sangrur, Punjab-148106

संदर्भ सं/Ref. No. SLIET/Admn/2022-23/4922 to 26

दिनांक /Date: 21/11/2022

OFFICE ORDER

The competent authority has constituted a committee, consisting of the following for carrying out Administrative Audit for the year 2020-21 & 2021-22 of all the Sections of the Institute to be undertaken on 22-23 November, 2022 :-

- | | |
|---|-----------------|
| 01. Registrar SLIET | Convener |
| 02. Dean (FSW), SLIET | Member |
| 03. Prof. Harish Chopra, Former Registrar (Officiating) | Member |
| 04. Registrar, NIT, Bhopal | External Member |

The Administrative Audit of the following Sections shall be undertaken on 22-23 November, 2022 and the Administrative Audit Report covering the aspects as detailed in the attached **Annexure-A** will be prepared and presented to the Committee constituted for the purpose:-

01	Academic Section	Assistant Registrar (Academics)
02	Store & Purchase Section	Assistant Registrar & In-charge (S&P)
03	Administrative Section	Deputy Registrar (Admn.)
04	Accounts Section	Deputy Registrar (A&A)
05	Estate Office	Faculty In-charge (Civil)
06	Hostel System	Dr. Sukhcharan Singh, Chief Warden (B) & Dr. Pratibha Tyagi (Chief Warden-Girls)
07	Transport Section	Controller Vehicle
08	Health Centre	Chairperson, Health Centre
09	Sports Section	Chairman, Sport Committee.

The hard copy of the report of each section to be submitted to the Registrar's Office and soft copy at E-mail ID registrar@sliet.ac.in by 21.11.2022 positively for compilation and onward submitted to the committee members for Administrative Audit.

Further, all Sections are requested to submit Action Taken Report (ATR) on the Administrative Report- 2020 by 21.11.2022 positively.

[Signature]
Registrar

Copy to :-

- 01 Director for kind information.
- 02 All Deans
- 03 All the above committee members
- 04 All the concerned F.I and Section In charges
- 05 File Copy. *"Proud to be Part of Team SLIET"*



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संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६
(शिक्षा मंत्रालय के अधीन)

Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab - 148106
(Deemed To Be University under Ministry of Education)

ANNEXURE-A

ADMINISTRATIVE AUDIT

The **Administrative Audit** of the following Sections shall be undertaken on 22-23 November, 2022 and the **Administrative Audit Report** covering the following aspects will be prepared and presented to the Committee:-

1.	Academic Section [A.R.(Academics)] <ul style="list-style-type: none">• Admissions (SET Office) (SET office will present the detailed report on admissions including trends in admissions based on analysis and steps taken for important and transparency in admissions)• Examination• Rules and Regulations• Curriculum Development/Design/Modification• Human Resource & Infrastructure• Relevant Training of Staff• Use of Computers/Modern IT tools by Staff• Statutory Academic Bodies• Process Flow and Minimum & Maximum Time to process the case• Proformas & Forms used
2.	Store & Purchase Section [A.R. & In-charge (S&P)] <ul style="list-style-type: none">• Rules and Regulations (A detailed report on the methodology adopted by the section for dealing the cases of different departments/sections and Institute will be presented to the Committee)• Human Resource & Infrastructure• Relevant Training of Staff• Use of Computers/Modern IT tools by Staff• Process Flow and Minimum & Maximum time to process the case.• Proformas & Forms used
3.	Administrative Section [DR(Admn.)] <ul style="list-style-type: none">• Rules and Regulations (A detailed report on the methodology adopted by the section for dealing the cases of teaching/non-teaching staff and Institute (including recruitment) will be presented to the Committee)• Human Resource & Infrastructure• Relevant Training of Staff• Use of Computers/Modern IT tools by Staff• Process Flow and Minimum & Maximum time to process the case.• Proformas & Forms used



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**संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६
(शिक्षा मंत्रालय के अधीन)**

**Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab - 148106
(Deemed To Be University under Ministry of Education)**

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4.	Accounts Section [DR(A&A)] <ul style="list-style-type: none">• Rules and Regulations (A detailed report on the methodology adopted by the section in maintaining the accounts and other activities will be presented to the Committee)• Human Resource & Infrastructure• Relevant Training of Staff• Use of Computers/Modern IT tools by Staff• Process Flow and Minimum & Maximum time to process the case.• Proformas & Forms used
5.	Estate Office [F.I. (Civil)] <ul style="list-style-type: none">• Civil/Electrical/Security/Horticulture Activities* (A detailed report on the methodology adopted by these sections for various activities in corresponding section will be presented to the committee by the respective Faculty In-charge. F.I.(Civil) will also include report about Guest House/Transit Accommodation)• Human Resource & Infrastructure• Relevant Training of Staff• Use of Computers/Modern IT tools by Staff• Proformas & Forms used <p>*Report will be compiled by F.I.(Civil). The respective FI's to give report on all the above aspects to F.I.(Civil)</p>
6.	Hostel System [Prof. Sukhcham Singh and Dr. Pratibha Tyagi(CW (GH)) CW(B) & CW (G) will present the detailed report about the boys and girls hostels respectively in consultation with Dean(SW) on the following aspects:- <ul style="list-style-type: none">• Activities• Rules & Regulations• Human Resource & Infrastructure• Relevant Training of Staff• Use of Computers/Modern IT tools by Staff• Students' Guide• Proformas & Forms used <p>In addition, office of Dean(SW) will also provide detailed report about the Scholarship Cell.</p>
7.	Transport Section (Controller Vehicles) <ul style="list-style-type: none">• Activities (CV will present the report about various activities of the section).• Human Resource & Infrastructure• Relevant Training of Staff• Proformas & Forms used
8.	Health Centre [Chairperson, Health Centre] <ul style="list-style-type: none">• Activities (Chairperson, Health Centre will present the report about various activities of the section).• Human Resource & Infrastructure• Relevant Training of Staff• Proformas & Forms used



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६
(शिक्षा मंत्रालय के अधीन)

Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab - 148106
(Deemed To Be University under Ministry of Education)

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9.	Sports Section (Chairman, Sports Committee) <ul style="list-style-type: none">• Activities (Chairman, Sports Committee will present the report about various activities of the section).• Human Resource & Infrastructure• Relevant Training of Staff• Activities conducted during 2019-20• Activity Calendar for 2020-21• Proformas & Forms used
----	---

The Hard and Soft copy (registrar@sliet.ac.in) of the report of each Section to be submitted to **Registrar's Office by 21st November, 2022** for compilation and onwards submission to the **Committee constituted for Administrative Audit.**

Kuldeep Singh
Registrar
21/11/2022

ACADEMIC SECTION

Action Taken report on the Administrative Audit Observations conducted on 03.02.2021

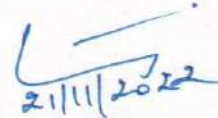
Sr. No.	Administrative Audit Observation	Action Taken on Observation
1	Section needs to have a formal procedure with regard to grievance redressal of the students relating to admissions and other academic matters so that the Academic Branch may resolve the same in minimum possible time.	No grievance related to academic matters is pending as on date. However, due procedure is followed to address the grievances.
2	Board of Studies (BoS) meetings are required to be held as per rules and schedule of BoS meetings needs to be fixed. BoS members needs to have fixed term (preferably 2 years) to maintain the continuity of the decisions.	BoS of all the departments have been conducted recently for curriculum development pertaining to Honor Degree /Minor Degree.
3	Annual Activity Calendar needs to be followed strictly.	Annual Activity/Academic Calendar is being followed in true spirit.
4	Long term planning needs to be undertaken seriously.	Long term academic activities are being taken up in Senate as per NEP-2020 e.g. Starting of new programmes/dual degree/Integrated programmes.
5	Progress of students should be intimated to their parents more frequently.	The schedule for PTM has been fixed in every semester and the performance of the students is communicated to their parents accordingly.
6	FAQs uploaded by the section on the Institute website are also required to be circulated amongst all the Heads of Departments/Faculty/Staff.	FAQs uploaded and updated on regular interval for convenience of stakeholders.
7	Result of the regular examinations/supplementary examinations should be declared on time.	Complied. For e.g. the result of even semester of Academic Session 2021-22 declared on 29.07.2022 as per date fixed in Academic Calendar.
8	Student Facilitation Centre is required to be opened in the institute to solve the academic related problems of the students in a single window solution.	The proposal to establish SFC has already been taken up during 2-day s workshop on Vision Plan SLIET-2030 held on 02-03 March, 2022 and is under consideration.
9	Record Keeping needs improvement	Complied. However, efforts are being made to digitize the old record.
10	Decentralization of examination and evaluation system is required.	Already De-centralized. The examinations are conducted in de-centralized manner. To facilitate departments, examinations are

ACADEMIC SECTION

Action Taken report on the Administrative Audit Observations conducted on 03.02.2021

		conducted at a centralized place.
11	Institute may consider to conduct online examinations, evaluation of answer-sheets, results etc. to complete with International standards/UGC guidelines.	Online examinations were conducted to facilitate the students during COVID pandemic. Results are prepared through ERP and published on Institute Website.
12	Distribution of hard copy of Senate agenda should be discontinued to make it environment friendly.	Already complied. Senate Agenda is sent through emails.
13	One member from IIT/NIT/IIM may be included in BoS.	The constitution of BoS is as per MoA of SLIET Longowal. The external members are being nominated from Institutions/Universities of repute.
14	All the scholarship, stipends, application, verification, attendance disbursement etc. should be made online.	Already complied. All the scholarship, stipends, disbursement etc. are made online.

Submitted for kind consideration and settling the observations during last administrative audit conducted during last year, please.


21/11/2022

Assistant Registrar & Section Head (Academics)

Subject : Action Taken Report (ATR) on Administrative Audit Report – 2020

23

Reference : 1. IOL No.: SLIET/Admn./1895-1905 dated 27.07.2021
2. IOL No.: IQAC/21/(4)/01-05 dated 12.04.2022

With reference to the above IOLs dated 27.07.2021 & 12.04.2022 on the subject cited above. In this regard, Action Taken Report (ATR) of Finance Department on Administrative Report – 2020 is as under:-

Action Taken Report (ATR)

a).	Though the section has automation system for various processes, the system of e-payment also needs to be strengthened.	Payments are being released through NEFT/RTGS to parties, experts & employees.										
b).	Every staff of the Accounts Branch needs more training as per needs of the Institute on PFMS, GST, NPS, GST, Audit, TA/DA etc. Section may explore the possibility of inviting external experts for updation of their knowledge in these above mentioned areas.	In house training for PFMS was arranged last year. Training session on different topics will also be arranged for staff.										
c).	Filing System needs improvement.	Files are maintained properly with file number and title, as per requirements.										
d).	There should be some maximum time period defined for payments and calendar should be adhered.	Payments are being released promptly on receipt of approval, on same day, during one or two days in some cases.										
e).	The payment to the External Expert should be made immediately and the information regarding TDS deduction be sent to them through E-mail.	The payment to the External Expert has been made immediately and the information regarding TDS deduction has also been sent to them through E-mail.										
f).	Annual Report of the Institute should be prepared as per time frame prescribed by MoE. Associate Dean (Academics) will co-ordinate the activities of Annual Report in association with Dy. Registrar (A&A) and Assistant Registrar (Academics)	Annual Report of the Institute was prepared as per time frame prescribed by MoE.										
g).	Existing manpower of Section needs to be reviewed as per workload of the Section. The Section will provide the information regarding duties/workload of the staff for coming three months 01.02.2021 to 31.04.2021 in the following format. <table border="1" data-bbox="347 1406 965 1615"><thead><tr><th>Sr. No.</th><th>Name of the Employee</th><th>Designation</th><th>Work Alloted</th><th>Detail of files dealt by the concerned employee</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Sr. No.	Name of the Employee	Designation	Work Alloted	Detail of files dealt by the concerned employee						The work related to Finance Deptt. is divided into 06 section i.e. Bank/Cash Section, Fee Section, Works Section, Budget Setion, Salary Section & Bill Section. The detail of manpower and work is attached as Annexure (02 pages).
Sr. No.	Name of the Employee	Designation	Work Alloted	Detail of files dealt by the concerned employee								
h).	The account will present the following items in every Administrative Audit.											
i).	<ul style="list-style-type: none">Percentage of Cashless transactionsPercentage of Utilization of funds/expenditure.IRG generated during the year.	100% 72.24% including IRG (2021-22) Rs. 17.11 Crore (2021-22)										
j).	Internal Audit Cell has been created in the Accounts Section.	yes										
k).	Section should intimate the advance holder after the adjustment of the advance.	Intimation of un-adjusted advance given to the concerned twice in a year										



Sr.No.	Name of Employee with designation Mr./Mrs.	Detail of files dealt by the concerned employee
CASH SECTION		
1.	Mohinder Kumar, Head Cashier	<ul style="list-style-type: none"> • Checking of Cash/Bank Book; all payments/ cheques / preparation of bank reconciliation statements,
2.	Vinod Kumar, Jr. Accountant	<ul style="list-style-type: none"> • Reconciliation of Fee, • To keep all records related to payments, • To maintain the bank cash book of all A/c of Institute and keeping the records, • Handling investment of Institute funds, • To keep record of original FDRs etc. • To maintain the daily collection of online off line cash collection of different A/c of Institute, • Deposit of all Institute dues (Electricity, TDS, Internet and GST with Govt. Department within due dates, • To maintain the EMDs record of parties and release to parties as approved.
FEE SECTION		
3.	Gurmeet Singh, Assistant	<p>Admission Fee & Semester Fee, Manual Entry of the Admission Fee and Semester Fee in the Campus Software, Checking of NDC on ERP portal with Ref. to Account detail and fee ledgers of the concerned student, Refund of Caution Money, Disbursement of Scholarship & Bank Loan, Disbursement of Ph.D. Fellowship, Disbursement of UGC/CSIR/AICTE/DST INSPIRE Fellowship, Preparing the UC and SE of the funds received through UGC/CSIR/AICTE/DST INSPIRE Fellowship, Disbursement of Research Assistant Fellowship, Honorarium and TA claim of Consultant of Health center, Issue of Fee Expenditure Certificate, Issue of Income Tax Rebate Certificate, Mail all the expenditure certificate on the students mails, Dealing with all the cases of SET office related to refund, settlement of seat holding fee and other work related to SET, Petty Cash on daily basis of CBI Account and HDFC Account, Reconciliation of the HDFC Account and CBI Fee Account, Dealing with Scholarship Cell, Dealing with Hostel Department, Dealing with Students, Attend all the query's received on telephonically, Reply all the emails received on day to day basis, Bind and Stag all the record related with fee section.</p>
WORKS SECTION		
4.	Sanjiv Kumar Jr. Accountant	<ul style="list-style-type: none"> • Checking of Bills of Maintenance of Building, Horticulture, Sanitation, Outsourcing, Electrical Maintenance and Security Services of the Institute. • Checking of Construction, Minor Work and material Bills of Estate Office and Electrical Wing (Estate). • Checking of Adjustment of Advance cases of CPWD related to construction work and adjustment of advance case of Employees related to Medical Reimbursement Claims. • Checking of Medical Reimbursement Claims of all employees of the Institute. • Checking of cases of Refund of Security Deposit of Contractors of Civil, Electrical, Outsourcing, Horticulture and Security Services of the Institute. • Attending meetings of Tender Opening/Evaluation Committees of the Institute, wherever deputed by D.R. (A&A) as his Nominee. • Maintenance of all related records • Entries for Works Register, Party Payment Register and Medical Reimbursement Control Register in Campus Analyzer as well as Saral ERP Software of the Institute. • Any other duties not covered above assigned by D.R(A&A)/ Competent Authority of the Institute.

BUDGET SECTION		
5.	Sanjay Gupta, Junior Accountant	<ul style="list-style-type: none"> Preparation of Balance Sheet with Institute CA, Broad Sheet of CPF Dealing of all PDA bills, Children Education Allowance cases, CPF Advance and Final Payment of CPF & all GIS claims To attend audit party during audit of the Institute i.e. reply of memos Dealing all information of the Ministry i.e. Monthly Expenditure Statement, Demand of Grant & UCs or any other information demanded by the Ministry of Education. Payment of Gratuity cases Preparation of Budget Estimate of the Institute Reconciliation of HEFA Loan Account All Information for NIRF, AICTE, NBA & NAAC Accreditation Checking of all bank vouchers with cash book Any other duties assigned by HOD/Competent Authority of the Institute.
SALARY SECTION		
6.	Bhagwan Singh, Clerk	<ul style="list-style-type: none"> Preparation of Monthly Salary bills Deposit of monthly Income Tax, NPS, Punjab State Development Tax Preparation of arrear bills Payment of over time allowance, Payment of part-time Doctor monthly, Payment of Guest faculty monthly Preparation of Quarterly Return of tax Payment of Leave encashment of LTC & retirement cases Payment of pension contribution, Leave Salary contribution Preparation of Annual Income Tax Return Issue of form No. 16 No Dues of all employees like resignation, retirement etc. Maintenance of personal files of all employees Checking of pay fixation cases Any other duties assigned by HOD
BILL SECTION: Party payment		
7.	Hoshiar Singh, Clerk	Party payments, Journal Voucher of Taxation, Advance, Adjustment of Advance, Performed duties as assigned by seniors time to time.
BILL SECTION: Employee's payment		
8.	Surjit Singh, Store Clerk	TA/DA to all employees, TA to external expert, Employee Payment, Recoupment of imprest, Project work, LTC Advance adjustment/reimbursement, Maintenance of all related record, Entry in campus as well as ERP, Any other assigned work time to time by DR (A&A)
9.	Ramesh Kumar, UDC (1 st half Accounts & 2 nd half Estate office)	<ul style="list-style-type: none"> Medical reimbursement claim cases, Entries in Campus and ERP System related to MRC cases Time to time duties assigned by DR (A&A)
SECRETARIAL WORK		
10.	Raj Kumar, Sr. Scale Steno	All Secretarial work/typing work of Finance Department. Finance Committee Agenda and Minutes preparation and its records To Maintaining of stationary and consumable/non-consumable items of the department and leave record etc. Besides of above, to do every work assigned by the Dy. Registrar (A&A) from time to time.
DAK SECTION: Dak Receipt & Despatch		
11.	Satnam Singh, MTS	Dak Receipt & Despatch.
12.	Surinder Pal Singh, MTS	

Sh. Jawala Singh, Dy. Registrar (A&A), Officiating is supervising the work of Accounts & Audit Section as Section incharge



ACTION TAKEN REPORT ON ADMINISTRATIVE AUDIT REPORT 2020

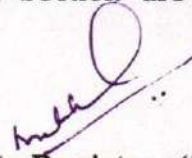
Sr. No.	Observation of the Committee	Action taken
1	Existing filing system of this branch needs improvement	The ERP System for Administration Section has also started. A complete proposal is to be submitted in the ensuing meeting of BOM for approval and adoption of the e-office system for Administration Section.
2	Staff may be sent on requisite training or in-house training may be arranged	<p>The Institute has organized a number of online/offline workshops on various topics for staff of the Institute. The Institute is also sponsoring employees for training, workshops in CFTIs like NITTTR, ISTM etc.</p> <p>Shri Mohanakrishnan C., DR (Admn.), Shri Deepak Kumar, Shri T.R. Guleria attended SDP (online) organized by SLIET AND NIT, Uttarakhand under Twinning Programme from 24.08.2020 to 28.08.2020.</p> <p>Shri Avtar Singh, SSS attend workshop on "Prevention of Sexual Harassment of Women at Workplace" from 22.01.2020 to 24.01.2020 at ISTM, New Delhi.</p>
3	Leave management system specially in case of Earned and Medical Leave should also be prepared and followed strictly	ERP is under development. The HR package is being reviewed.
4.	The Admn. section needs to get clarification/approval from BOM regarding applicability of CCS rules to the Institute as an Autonomous Body	Approved against Item No. 10.3 of Minutes of 10 th BOM SLIET held on 24.3.2012
5	Service book should be checked and signed by the all employees of the Institute every year. Institute needs to issue circular annually.	Circular issued vide circular No. SLIET/Admn/A2/2022-23/3190-93 dated 10.8.22
6	The section should arrange regular internal meeting quarterly regarding changes/modifications in the existing rules and regulations	Yes

7	Time frame for processing of cases in the section be categorized	<p>There are two types of work flow in the Admn. Section i.e. (i) dealing the cases initiated by other departments/section and (ii) cases initiated and processed by the Admn. Section</p> <p>(i) For dealing with the first type of cases, other departments are requested to submit the cases preferably before 15 days from the date of event in the prescribed format. All efforts are made to complete the task within the prescribed 15 days in case there is no complication/clarification.</p> <p>(ii) The time frame has been fixed for the cases to be initiated in the Administration Section such as Annual increments are to be granted within the month of July/January of every year, Annual Performance Appraisal Reports are to be sent to the concerned department in the month of April and upto 15th of April every year etc. Efforts are made to grant the MACP/CAS etc. within the suitable time frame. Two meetings of MACP Screening Committee are being held in a year to consider the cases for Financial Upgradation under MACP Scheme, as per CCS Rules</p>
8	The meetings of Legal Advisory Committee should be held regularly.	Meeting held on 21.10.2022 vide O/o No.SLIET/Admn /2022-23/A3/4591-98 dated 21.10.22
9	Existing manpower of Section needs to be reviewed as per workload of the section . The Section will provide the information regarding duties/workload of the staff for coming three months 1.2.21 to 31.4.201 in the following format: Sr.No. Name of the employee, Designation, Work allotted	Annexure 'A'

The Administration Section is divided into 03 sub-sections namely, A1, A2 and A3. The details of works handled by these sub-sections are as under:

Sr. No.	Name of the Sub-section	Name of employee with Designation	Work allotted
1	A1	Mr. Avtar Singh, UDC Mr. Sanjeev Jain, Jr.Acctt. Mr. Tilak Raj Guleria, UDC	All establishment work related to Teaching Staff, Recruitment of faculty, Any other matter referred by DR(Admn)
2	A2	Mr. Harinder Singh, SSS Mr. Deepak Kumar, UDC Outsourced employee	All establishment work related to Non-Teaching Staff, Recruitment of non-teaching staff. Any other matter referred by DR(Admn)
3	A3	Mr. Jagdish Chand, Assistant Mrs. Sukla Sarkar, LDC Outsourced employee	Court cases, RTI cases, Establishment of contract employees, other misc. work Supervision of Dak
4	Despatch Section	Mr. Mewa Singh, MTS Mr. Lakhi Ram MTS Oursourced Semiskilled	All work related to outgoing /incoming Dak including centrally despatch of post office dak.

Shri Mohanakrishnan C., Deputy Registrar is the overall in-charge of Administration Section. All papers of Administration Section are routed through him to Registrar.


Deputy Registrar (Admn.)

ACTION TAKEN REPORT ON ADMINISTRATIVE AUDIT REPORT-2020 OF S & P SECTION

Reference: Office Order No.Admn/2022-23/4922-4926 dt.21/11/2022

Sr. No.	Observations/suggestions/recommendations	Action Taken
a)	Staff needs to have the knowledge of latest e-governance technologies. Staff may also be sent for request training or in-house training may be arranged.	<ul style="list-style-type: none"> - An in-house training program was organised by the Department of Computer Science in 2019 regarding "Office Automation & System Management". The training program was attended by the officials of Store & Purchase Section. - A training program was organized by Ministry of Education (MOE) in collaboration with GeM trainers for officials of Autonomous Bodies through Video Conferencing on 22.01.2021 to familiarize with process involved in procurement. The same was attended by the officials of Store & Purchase Section. - Two days online training program on "Public procurement and effective supply chain management for Make in India(MII), MSEs and startups" was conducted by National Productivity Council, an autonomous organization under th Ministry of Commerce and Industry on 22th & 25th of February, 2022. The program was attended by officials of Store & Purchase Section. - Further, amendments in GFR-2017 regarding procurement of Goods and Services are discussed with the staff members regularly.
b)	The filing system and record keeping needs further improvement.	All the files initiated/opened are properly numbered and entered in the Index register being maintained year-

Me

		wise. The process of binding of record is also carried out from time to time for proper record keeping.
c)	Stock register at department level and industrial project level must be maintained by the officer and respective PI. This system should be entered in Master Register. Payment should not made without the entry ticket by audit.	Stock entry of goods purchased during the year is incorporated in the Central Store Stock Register and Department Stock Register, separately. The same is recorded on the face of the bill before processing the case for release of payment.
d)	Fixed assets register and labelling of the register needs improvement.	Department-wise fixed asset registers are being maintained in the Central Store with number and proper labelling.
e)	Record of serviceable, repairable and not serviceable items should be kept separately.	Record is being maintained at Department level as well as in the Central Store.
f)	Periodic disposal of non-serviceable/repairable items should be carried out.	Non Repairable items/Condemned material is disposed off after getting approval of the competent authority on the recommendation of Central Write-off Committee as per rules in respect of e-waste and other scrap material.
g)	The assets generated in research projects funded by external agencies should be transferred from stock register of project to stock register of the department. Transfer entry should be got verified by accounts section.	Letter No. SLIET/C.Store/19/80 dated 30.07.2019, SLIET/C.Store/20/563 to 64 dated 21.01.2021 and SLIET/CS/Ph/21/109/180 dated 24.06.2022 have been issued to all the HODs for transfer of assets from Project account to Department account, after completion of project, with intimation to S&P section in order to incorporate the same in the Central Store after verification by the A & A Section. Copy enclosed at Annexure-I to III for reference.
h)	More efforts in terms of co-ordination by the section needed for AMC for costly equipments.	Costly equipments are covered under AMC as per requirement and recommendation of the concerned indenting department as per availability of funds.
i)	Every official needs to be well versed with use of Computer, Photostat machines etc.	All the staff members working in store and Purchase section are well versed with use of computers, photo state machines etc.
j)	No definite time-frame for processing the cases in the branch. Payment of the party/firms should be released in the fixed time period i.e. within one or two weeks.	Time frame for processing the cases in the section is as under: <ul style="list-style-type: none"> • Procurement through e-Tender/NIQ:

		<p>Time for submission of bids -- 21 days</p> <p>Evaluation of Technical & Financial bids by the indenting Deptt. -- 10-15 days</p> <p>Pre-audit and expenditure sanction by the Audit Cell -- 4-5 days</p> <p>Placement of Supply Order by the S & P Section -- 2-3 days</p> <p>Inspection, installation and release of payment – As per terms and conditions of Supply Order after receiving Inspection Report and Check Sheet from the concerned indenter.</p> <ul style="list-style-type: none"> • Procurement through GeM portal is followed as per provisions and time allowed by the portal. However, payment is processed after receiving Inspection Report and Check Sheet from the concerned indenter.
k)	The follow-up of procurement cases is slow.	Circular regarding submission of requirement and further reminders are issued from time to time during the year after allocation of funds by the A&A Section. Meetings with all HODs are also held for the purpose.
l)	The Section should prepare Depreciation Rules of non-consumable items.	As per information received from A&A Section, the institute is providing depreciation on fixed assets on Straight Line Method at the rates mentioned in the Formats of Financial Statements for Central Higher Education Institutions as prescribed by MOE. Copy enclosed at Annexure-IV for reference.
m)	The internal meeting of the section should be held quarterly.	Amendments in GFR-2017 regarding procurement of Goods and Services/any other matter is discussed with the staff members of the Section, regularly.
n)	The Section should prepare register for maintaining the record of write-off items. The disposal of write-off items be expedited.	Proper record/register is already being maintained. Detail of Office Orders issued till date is enclosed at

		<p>Annexure-V for reference. Items written off upto 31.07.2019 have been disposed off vide order no. SLIET/C.Store/20/419-23 dt 18.11.2020 and Sliet/C.Store/20/756-61 dated 10.03.2021. Other material written-off w.e.f.01.08.2019 is already disposed-off through bidding on GeM portal vide e-auction ID-2014 dated 16.08.2022. The bidding is under process for disposal of e-waste items written-off w.e.f. 01.08.2019.</p>										
o)	<p>The Section should adopt the methodology to improve the Annual Physical Verification procedure. For this purpose, notification be issued in the month of January and the process be completed by 31st May of the year.</p>	<p>A meeting was held on 11.07.2022 to review the Activity Plan of different Sections of the institute. The matter regarding timely completion of Annual Physical Verification of Assets and consumables was also discussed in the meeting. It was decided that First week of May (1st to 7th) every year will be observed as "Annual Physical Verification Week" and the task will be taken-up to verify Fixed Assets and consumables on priority during this period by the respective committee, without disturbing the academic activity. Report of the same, duly completed in all respects, will be submitted upto 10th of May. A Circular no. SLIET/S&P/2022/440-444 dated 13.07.2022 has already been issued in this regard. Copy enclosed at Annexure-VI for reference.</p>										
p)	<p>There should be time frame of minimum three working days and maximum seven working days for disposal of files.</p>	<p>Same as detailed at point no. (J)</p>										
q)	<p>Existing manpower of Section needs to be reviewed as per workload of the Section. One MTS may be spared from the section. The Section will provide the information regarding duties/workload of the staff for coming three months 01.03.2021 to 31.05.2021 in the following format:-</p> <table border="1" data-bbox="268 1659 935 1843"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Employee</th> <th>Designation</th> <th>Work Allotted</th> <th>Detail of files dealt by the concerned employee</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sr. No.	Name of the Employee	Designation	Work Allotted	Detail of files dealt by the concerned employee						<p>For smooth functioning of Store and Purchase Section, employee-wise duties and responsibilities were re-allocated vide office order no. PUR/S&P/1358-60 dated 16.02.2022. Copy of the same along with detail of files/cases dealt in the Store & Purchase Section is enclosed at Annexure-VII. Store & Purchase is following Month-wise Activity Calendar enclosed at Annexure-VIII</p>
Sr. No.	Name of the Employee	Designation	Work Allotted	Detail of files dealt by the concerned employee								

Handwritten signature

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
LONGOWAL – 148 106, DISTT. SANGRUR (PUNJAB)
 (DEEMED TO BE UNIVERSITY)
 (STORE&PURCHASE)

Ref No. SLIET/C.Store/19/ 50...

Date 30.07.2019

From : DR(S&P)

To : All HODs

Sub : Transfer of Assets from project stock register to Deptt stock register and other observations/ suggestions/ recommendations

The Administrative Audit Committee vide its Report dated 31.05.2019 observed as under:

1. That the assets generated in research projects funded by External Agencies should be transferred from stock register of project to stock register of the Department. Transfer entry should be got verified by Account section.
2. Stock register at department level and industrial projects must be maintained by the officer and respective PI. This system should be entered in the master register. Payment should not be made without the entry ticket by account section.
3. Inventory of serviceable, repairable and not serviceable items should be kept separately maintain in the department.

Therefore, all the HODs are requested to provide the information up-to 15.08.2019 in the following Format to S&P Section and further, as on 30th September & 31st March in future:

Sr. No.	Name of PI	Name of Project	Name of equipment	Bill no./dt	Amount	Purchase order no & date	Date of transfer from project A/c to Deptt. A/c
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Further, the record at 2 & 3 above is also required to be maintained properly in the respective Department, as observed by the Committee.

Handwritten signature
 Deputy Registrar(S&P)

Copy to the following for kind information :-

1. Director
2. Registrar
3. Head(P&D)
4. Chair(I SW) and Convener, IQAC

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
LONGOWAL – 148 106, DISTT. SANGRUR (PUNJAB)
(DEEMED TO BE UNIVERSITY)
(STORE&PURCHASE)

Ref. No. SLIET/C.Store/20/ 563.Po 64

Date 24/11/21

From : Assistant Registrar, S&P
To : All HODs
Subject : Transfer of assets from project to Deptt Stock Register- reg
Reference : Letter no.SLIET/REG/19/1397-99 dated 01.07.2019

As per Administrative Audit Report, 2019, the assets generated in research projects funded by external agencies should be transferred from stock register of project to stock register of the department. The transfer entries should be got verified by A&A Section.

It is requested that intimation of the same may be forwarded to S&P Section in order to incorporate the same in the records of Central Store.

Hansraj Singh
18/11/21
Asstt. Registrar.(S&P)

Copy to :-

1. Dean(P&D) for kind information please.



SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
LONGOWAL – 148 106, DISTT. SANGRUR (PUNJAB)
 (DEEMED TO BE UNIVERSITY)
 (STORE & PURCHASE SECTION)

Ref. No. SLIET/CS/Ph/21/109/180

Date 24/06/2022

REMINDER - 2

From : AR(S&P)

To : All HODs

Sub :- Transfer of Assets from project stock register to Deptt stock register and other observations/ suggestions/ recommendations

Ref. No. SLIET/C.Store/19/80 dated 30.07.19 & SLIET/C. Store/20/563-64 dt 21.01.21

The Administrative Audit Committee has observed as under:

1. That the assets generated in research projects funded by External Agencies should be transferred from stock register of project to stock register of the Department. Transfer entry should be got verified by Account section.
2. Stock register at department level and industrial projects must be maintained by the officer and respective PI. This system should be entered in the master register. Payment should not be made without the entry ticket by account section.
3. Record of serviceable, repairable and not serviceable items should be kept separately maintain in the department.

Therefore, all the HODs are requested to provide the information upto 30.06.2022 in the following Format to S&P Section and further, as on 30th September & 31st March in future:

Sr. No.	Name of PI	Name of Project	Name of equipment	Bill no./dt	Amount	Purchase order no & date	Date of transfer from project A/c to Deptt. A/c
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Further, the record at 2 & 3 above is also required to be maintained properly in the respective Department, as observed by the Committee.

Hanyal Singh
24/06/22
Asstt./Registrar(S&P)

Copy to :-

1. Director Cell
2. Registrar
3. Dean(P&D)
4. DR(A&A)

F.P.P. 4

1 The Institute has provided depreciation on fixed assets on Straight Line Method at the rates mentioned below as per Formats of Financial Statements for Central Higher Education Institutions as prescribed by MHRD :-

Sr No	Asset Block	Percentage
1.	Site Development	0%
2.	Buildings	0%
3.	Roads & Bridges	2%
4.	Tube Wells & Water Supply	2%
5.	Sewerage & Drainage	2%
6.	Electrical Installation and Equipment	2%
7.	Scientific and Laboratory Equipment	5%
8.	Office Equipment	5%
9.	Audio Visual Equipments	7.50%
10.	Computer Equipment and Peripherals	7.50%
11.	Furniture & Fittings	20%
12.	Vehicles	7.50%
13.	Books & Scientific Journals	10%
14.	E-Journal	10%
15.	Computer Software	40%

2 The item wise fixed assets register has been maintained by all departments and Central store department equipment wise and item wise respectively.

3 In the books of accounts of the Institute, only department ledger wise accounts have been maintained with head of account of concerned department as NC & depreciation provided considering the NC of concerned department.

As per date of purchase shown in Annexure A by Store department the depreciated value is Nil and shown Rs. 1.00 (one only) minimum as per Formats of Financial Statements for Central Higher Education Institutions as prescribed by MHRD.

A/C
GP
18/12/18
Jhu
18/12/18
As above M. Jhu
18/12/18
DRC (S&P)
21/12/18

AR (S&P)
 In view of 'A' above, reported by A&A section, a Reserve Price Committee may be constituted to recommend the reserve price.
D.R. Gadh
22/12/18
23/12/18

Dean (P&D)
 Pl. Suggest Committee as per rules.
24.10.18

DR (S&P)
 AR (S&P)
24/12/18

Sr. No.	Particulars	Name of deptt	Write of reg. page no.	File Sr. No.	File no.	Order no.	Date of order	Book Value	F/Y
1	Furniture	GH	03	01	CS/WO/98/01	CS/Scrap/98/01/911-14 dt 03.02.98,	03.02.98	12485.26	1997-98
2.	Petty items/ Consumable nature	Culture committee		01	CS/WO/98/01	SLIET/ACCTS/331 dt 28.04.98	28.04.98	909.00	1998-99
3.			03	01	CS/WO/98/01	CS/Scrap/98/01/400-02 dt 15.11.98	15.11.98	26362.00	1998-99
4.	Furniture	BH-2	03	02	CS/WO/2K/02	SLIET/S/99/Scrap/229-30 dt 09.02.2000	09.02.2k	18680.00	1999-2000
5.	Furniture	BH-2	03	02	CS/WO/2K/02	SLIET/S/00/Scrap/2881-82 dt 07.09.2000	07.09.2k	55728.00	2000-2001
6.	Furniture	BH-5	03	02	CS/WO/2K/02	SLIET/C/2K/5077-80 dt 30.10.2K	30.10.2k	13053.00	2000-2001
7.	Tots cycle etc.	SMS		02	CS/WO/2K/02	SLIET/DRG/9184-89 dt 27.08.01	27.08.01	1693.00	2001-2002
8.	Fur. niture	BH-1	03	02	CS/WO/2K/02	SLIET/DRG/6461-68 dt 24.04.01	24.04.2k1	9099.38	2001-2002
9.	Utensil	GH-1	04	02	CS/WO/2K/02	SLIET/DRG/6552-59 dt 07.05.01	07.052k1	2218.13	2001-2002
10.	Furniture/ stationery	Central Store	04	02	CS/WO/2K/02	SLIET/DRG/01/6866-69 dt 09.06.01	19.03.2k1	7668.00	2001-2002
11.	Easy Chair	BH-3&4	04	02	CS/WO/2K/02	SLIET/DRG/01/6856-65 dt 01.06.01	19.06.2k1	36975.00	2001-2002
12.	utensil	FET		02	CS/WO/2K/02	SLIET/DRG/6892-98 dt 25.06.01	25.06.01	8759.50	22001-2002
13.	Small equipment	Phy	05	02	CS/WO/2K/02	SLIET/DRG/01/6972-78 dt 02.07.01	02.07.01	28894.50	2001-2002
14.	Stool	ECE		02	CS/WO/2K/02	SLIET/C. Store/590-93 dt 13.10.02	13.10.02	3586.00	2002-03
15.	Xerox Machine	ECE	07	03	CS/WO/07/03	SLIET/C.Store/152-54	29.08.07	98240.00	2007-08
16.	Xerox Machine 02 no.	FET/ EO	07	04	CS/WO/08/04	SLIET/C.Store/229-32	14.01.08	196480.00	2007-08
17.	Xerox Machine	Dean(A)	07	05	CS/WO/08/05	SLIET/C.Store/299-301	31.03.08	98000.00	2007-08
18.	Equipments	ME	08	06	CS/WO/08/06	SLIET/C.Store/180-84	08.09.08	144001.34	2008-09

19.	Xerox Machine	CHE	09	07	CS/WO/08/07	SLIET/C.Store/212-15	29.09.08	98240.00	2008-09
20.	Items of EPABX	EPABX	10-11	08/15B	CS/WO/08/08-15B	SLIET/C.Store/223-27	07.10.08	2371795.00	2008-09
21.	Equipments	Physics	12-17	09	CS/WO/09/09	SLIET/C.Store/337-41	22.12.09	776071.90	2009-10
22.	Fax machine	Dean(A)	30-31	10	CS/WO/10/10	SLIET/C.Store/10-12	06.04.10	9400.00	2010-11
23.	Equipments	ME	18-19	11	CS/WO/10/11	SLIET/C.Store/212-15	20.09.10	2165379.61	2010-11
24.	Photo Electrometer & Microscope	Health Centre	22-23	12	CS/WO/11/12	SLIET/C.Store/529-33	31.03.11	19900.00	2010-11
25.	Equipments	FET	24-31	13	CS/WO/11/13	SLIET/C.Store/113-16	09.06.11	281238.00	2011-12
26.	Gestetner copy printer	COE	30-31	14	CS/WO/11/14	SLIET/C.Store/139-42	12.07.11	1129731.00	2011-12
27.	Net working	CSE	32-33	14A	CS/WO/10/14A	SLIET/C.Store/	12.11.10		
28.	Equipments	SET	36-37	15A	CS/WO/12/15A	SLIET/C.Store/583-86	21.02.12	263825.00	2011-12
29.	Bi-Cycle	T&P	34-35	16	CS/WO/11/16	SLIET/C.Store/322-25	15.11.11	1220.00	2011-12
30.	Vehicles 07 nos	CV	38-39	17	CS/WO/12/17	SLIET/C.Store/687-91	31.03.12	1551031.00	2011-12
31.	Xerox M/cs 09 nos	Different Deptts	40-41	18	CS/WO/13/18	SLIET/C.Store/342-53	31.01.13	726682.00	2012-13
32.	Equipments	EIE	34-35	19	CS/WO/11/19	SLIET/C.Store/381-84	15.12.11	410.00	2011-12
33.	Bi Cycle	FET	42-43	20	CS/WO/13/20	SLIET/C.Store/35-38	25.04.13	1220.00	2013-14
34.	Desert Coolers 05 no	S&P/ Dean P&D	44-45	21	CS/WO/13/21	SLIET/C.Store/300-05	14.10.13	17000.00	2013-14
35.	Chairs 14 nos	Accounts	46-47	22	CS/WO/14/22	SLIET/C.Store/430-32	13.01.14	19600.00	2013-14
36.	Coolers 15 nos	Accounts	48-49	23	CS/WO/14/23	SLIET/C.Store/452-55	29.01.14	65550.00	2013-14
37.	Bi-Cycle	EIE	50-51	24	CS/WO/14/24	SLIET/C.Store/11-14	07.04.14	1335.00	2014-15
38.	Bi-cycle	ECE	52-53	25	CS/WO/14/25	SLIET/C.Store/64-67	07.04.14	1220.00	2014-15
39.	Bi-Cycle 02 nos	Estate Office	54-55	26	CS/WO/15/26	SLIET/C.Store/269-73	23.02.15	3500.00	2014-15

18/04/15

40.	Vehicles 03 nos	CV	56-57	27	CS/WO/15/27	SLIET/C.Store/154-57	30.09.15	1730640.00	2015-16
41.	Equipments	Math	59	28	CS/WO/16/28	SLIET/C.Store/57-59	31.03.16	2791893.56	2015-16
42.	Equipments	Accounts	60	29	CS/WO/16/29	SLIET/C.Store/53-55	01.07.16	618201.00	2016-17
43.	Equipments	CSE	61-64	30	CS/WO/16/30	SLIET/C.Store/45-48	01.07.16	23254631.96 + 55475\$	2016-17
44.	Equipments	ECE	65-69	31	CS/WO/16/31	SLIET/C.Store/49-52	01.07.16	3364992.00	2016-17
45.	Equipments	ME	70-71	32	CS/WO/16/32	SLIET/C.Store/179-82	09.09.16	3239887.00	2016-17
46.	Furniture	Math	72	33	CS/WO/17/33	SLIET/C.Store/292-95	20.02.17	103261.00	2016-17
47.	EIE	EIE	73-82	34	CS/WO/17/34	SLIET/C.Store/69-73	25.05.17	8799635.81	2017-18
48.	Equipments	Director office	83	35	CS/WO/17/35	SLIET/C.Store/177-81	01.06.17	29997.00	2017-18
49.	Equipment of EIE Deptt (Project of Parveen Kumar)	EIE	84	36	CS/WO/18/36	SLIET/C.Store/543-47	11.01.18	477603.95	2017-18
50.	Equipment/ furniture	Chemistry	86-88	37	CS/WO/18/37	SLIET/C.Store/632-36	01.03.18	2328840.00	2017-18
51.	Equipment/ furniture	Hostel No-06	89-90	38	CS/WO/18/38	SLIET/C.Store/637-41	01.03.18	669810.88	2017-18
52.	Equipment/ furniture	Health Centre	91-93	39	CS/WO/18/39	SLIET/C.Store/724-28	16.03.18	385193.24	2017-18
53.	Equipment	FET	94-98	40	CS/WO/18/40	SLIET/C.Store/574-78	26.03.18	5350686.52	2017-18
54.	Equipment/ furniture	Hostel no.03	99-100	41	CS/WO/18/41	SLIET/C.Store/601-05	31.03.18	1091880.42	2017-18
55.	Equipment	Central Store	101	42	CS/WO/18/42	SLIET/C.Store/63-66	07.05.18	11,90,863.77	2018-19
56.	Lap-Top of Sh. Manmohan Singh(PDA)	EIE	102	43	CS/WO/18/43	SLIET/C.Store/59-62	07.05.18	61700.00	2018-19
57.	Xerox machine	EIE	103	44	CS/WO/18/44	SLIET/C.Store/204-08	24.07.18	164670.00	2018-19
58.	Equipment	Academic Section	104	45	CS/WO/18/45	SLIET/C.Store/185-88	24.07.18	1066280.00	2018-19
59.	Furniture	EIE	105	46	CS/WO/18/45	SLIET/C.Store/189-93	24.07.18	28797.00	2018-19

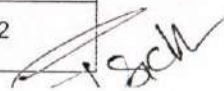
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60.	Bi-cycle	Math	106	47	CS/WO/18/47	SLIET/C.Store/199-203	24.07.18	1220.00	2018-19
61.	Bi-cycle	Estate	107	48	CS/WO/18/48	SLIET/C.Store/194-98	24.07.18	1800.00	2018-19
62.	Lap-top	Different Deptt	108	49	CS/WO/18/49	SLIET/C.Store/273-79	16.08.18	585156.00	2018-19
63.	Equipment	ME	109	50	CS/WO/18/50	SLIET/C.Store/334-38	26.09.18	1115625.00	2018-19
64.	Equipment	Physics	110-121	51	CS/WO/18/51	SLIET/C.Store/356-60	30.10.18	5070227.00	2018-19
65.	Lap-top of manpreet kaur PDA	EIE	122	52	CS/WO/19/52	SLIET/C.Store/36-42	12.06.19	72800.00	2019-20
66.	Equipment	CHE	123-126	53	CS/WO/19/53	SLIET/C.Store/43-47	12.06.19	2845558.00	2019-20
67.	Lap-Top	EIE	127	54	CS/WO/19/54	SLIET/C/Store/19/121-25	26.08.19	\$1050/-	2019-20
68.	Equipment/ other items	Hostel No.09	128	55	CS/WO/20/55	SLIET/C. Store/20/192-96	13.08.2020	347921.00	2020-21
69.	Bi-cycle	Dean(A)	129	56	CS/WO/20/56	SLIET/C. Store/20/197-201	13.08.2020	1220.00	2020-21
70.	Bi-Cycle / Blower	A&A	130	57	CS/WO/20/57	SLIET/C. Store/20/298-301	15.10.2020	5714.00	2020-21
71.	Furniture	BH-3&4	131	58	CS/WO/20/58	SLIET/C. Store/20/332-36	22.10.2020	47449.00	2020-21
72.	Xerox Machine	Admn. S&P, SET, Accou nts	132	59	CS/WO/20/59	SLIET/C. Store/20/269-72	03.11.2020	692678.00	2010-21
73.	Xerox machine	Library	133	60	CS/WO/20/60	SLIET/C. Store/20/265-68	03.11.2020	256661.00	2020-21
74.	Refrigerator	Guest House	134	61	CS/WO/20/61	SLIET/C. Store/20/476-79	03.12.2020	88830.00	2020-21
75.	Xerox Machine /Printer	Different Deptt	134	62	CS/WO/20/62	SLIET/C. Store/20/480-88	04.12.2020	994750.00	2020-21
76.	Pc Printer	Guest House	134	63	CS/WO/20/63	SLIET/C. Store/20/493	04.12.2020	89972.00	2020-21
77.	Desert Cooler	Guest House	134	64	CS/WO/20/64	SLIET/C. Store/20/550-53	15.01.2021	87000.00	2020-21
78.	Equipment	ECE	134	65	CS/WO/20/65	SLIET/C. Store/20/554-58	15.01.2021	60,08,998.00	2020-21
79.	Pcs	S&P Section	134	66	CS/WO/20/66	SLIET/C. Store/20/678	17.02.2021	222435.00	2020-21

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80.	Equipment	Guest House	135	67	CS/WO/21/67	SLIET/C. Store/20/170-74	12.07.2021	115152.00	2021-22
81.	PC Printer, UPS	Library	136	68	CS/WO/21/68	SLIET/CS/WO/21/267	17.08.21	2009483.00	2021-22
82.	Equipment	Sports	137	69	CS/WO/21/69	SLIET/CS/WO/21/268	17.08.21	194799.00	2021-22
83.	Desert Coolers	A&A Section	138	70	CS/WO/21/72	SLIET/CS/WO/21/290-93	25.08.21	48500.00	2021-22
84.	PC & Printers	A&A Section	139	71	CS/WO/21/73	SLIET/CS/WO/21/294-97	25.08.21	656814.00	2021-22
85.	Microwave	Guest House	140	72	CS/WO/21/77	SLIET/CS/WO/21/298-301	25.08.21	11900.00	2021-22
86.	Lap-Top	FET(PDA)	141	73	CS/WO/21/78	SLIET/CS/WO/21/284-88	25.08.21	56000.00	2021-22
87.	Equipment/ Utensil	GH-III	142	74	CS/WO/21/70	SLIET/CS/WO/21/302-05	26.08.21	399765.00	2021-22
88.	Equipment	BH-05	143-44	75	CS/WO/21/75	SLIET/CS/WO/21/306-09	26.08.21	1407732.68	2021-22
89.	Equipment	Dean(P&D)	145	76	CS/WO/21/94	SLIET/CS/WO/21/320-23	01.09.21	24767.00	2021-22
90.	Equipment	BH-10	146	77	CS/WO/21/76	SLIET/CS/WO/21/324-27	01.09.21	237441.06	2021-22
91.	Equipment	BH-06	147	78	CS/WO/21/74	SLIET/CS/WO/21/328-32	02.09.21	194029.20	2021-22
92.	Equipment	GH-II	148-49	79	CS/WO/21/71	SLIET/CS/WO/21/71/351-55	14.09.21	1027918.00	2021-22
93.	Lap-Top (PDA)	EIE	150	80	CS/WO/21/79	SLIET/CS/WO/21/79/356-60	14.09.21	92312.00	2021-22
94.	ACs	ME	151	81	CS/WO/21/93	SLIET/CS/WO/21/93/401-04	16.09.21	162156.50	2021-22
95.	Lap-Top (PDA)	FET	152	82	CS/WO/21/92	SLIET/CS/WO/21/92/309-13	27.10.21	182050.00	2021-22
96.	Bi-Cycle	ECE	153	83	CS/WO/21/98	SLIET/CS/WO/21/98/314-18	27.10.21	1220.00	2021-22
97.	Lap-Top (PDA)	CSE	154	84	CS/WO/21/96	SLIET/CS/WO/21/96/351-55	09.11.21	74800.00	2021-22
98.	Equipment	BH-08	154-57	85	CS/WO/21/97	SLIET/CS/WO/21/96/366-70	10.11.21	891598.96	2021-22
99.	Equipment	GH-I	159-60	86	CS/WO/21/81	SLIET/CS/WO/21/81/395-99	23.11.21	535437.73	2021-22
100.	Equipment	Director's Office	158	87	CS/WO/21/101	SLIET/CS/WO/21/101/445-49	13.12.21	71979.00	2021-22

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101.	Equipment/Items	BH-07	161	88	CS/WO/21/104	SLIET/CSWO/21/104/443-46	13.12.21	7,80,148.20	2021-22
102.	Equipment/Items	T&P	163	89	CS/WO/21/105	SLIET/CSWO/21/105/448-52	13.12.21	2,22,289.00	2021-22
103.	Equipment/Items	S&P Section	165	90	CS/WO/21/106	SLIET/CSWO/22/77-81	23.05.22	1180.00	2022-23
104.	Equipment/Items	BH-04	164	91	CS/WO/21/100	SLIET/CSWO/22/82-86	23.05.22	995681.34	2022-23
105.	Equipment/Items	CV	164	92	CS/WO/21/107	SLIET/CSWO/22/87-91	23.05.22	1850.00	2022-23
106.	Equipment/Items	CSE	166-67	93	CS/WO/21/102	SLIET/Cs/WO/21/102/126-30	08.06.22	6522103+	2022-23
								\$40267	
107.	Equipment/Items	CSE	168	93	CS/WO/21/102	SLIET/Cs/WO/21/102/133-37	09.06.22	307042.00	2022-23

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संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६

Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab - 148106
(Deemed to be University under MoE)

Ref No SLIET/S&P/2022/440 -444

Date: 13/07/2022

CIRCULAR

Subject: Timely completion of Annual Physical Verification of Fixed Assets and Consumables – regarding.

This is w.r.t. the meeting held on 11.07.22 at 3.00 pm in the committee room of Administrative Block, to review the Activity Plan of different Sections of the institute. The observation raised by the O/o A.G.(Punjab) regarding timely completion of Annual Physical Verification of Fixed Assets and Consumables was also discussed in the meeting.

After discussion/deliberation on the issue, it was decided that First week of May (1st to 7th) every year will be observed as “**Annual Physical Verification Week**” and the task will be taken-up to verify Fixed Assets and consumables on priority during this period by the respective committee, without disturbing the academic activities. Reports of the same, duly completed in all respects. will be submitted upto 10th of May. All the committee members are requested to plan their activities during this period, accordingly.

However, as a onetime measure, the Annual Physical Verification Reports for the financial year ending 31.03.2022 must be submitted by 31st of July, 2022, positively.

Co-operation of all is solicited in this regard, please.

Hannexke Singh
13/07/22
Asstt. Registrar
(Store & Purchase)

Copy to the following:

1. Director cell for kind information
2. Registrar, SLIET
3. Dean (P&D)
4. All Deans/HODs/Section Incharges
5. Accountant, Central Store – for further follow-up, plz.

Asstt. Registrar
(Store & Purchase)

H/EX/2022-VII
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SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
(DEEMED-TO-BE-UNIVERSITY)
(STORE & PURCHASE SECTION)

OFFICE ORDER

Ref. No. : PUR/S&P/1358-60

Date: 16/02/2022

For smooth functioning of Store and Purchase Section, following duties and responsibilities are re-allocated as mentioned against the name of the employees, in supersession of all previous orders:-

(A) Purchase Function:

Sr. No.	Name & Designation	Distribution of Work
1.	Sh. Shyam Singh, Superintendent	Departments: Mech. Engineering, Central Facility, CSE, Physics, Chemistry, Math and Central level Purchase Sections : Workshop, Health Centre <ol style="list-style-type: none">1. Rate Contract, AMC and Firm Registration at Institute level.2. Appointment of clearing agent/advertising agency at Institute level.3. All the related work, after receiving the requirement from the concerned Departments/Sections.4. Preparation of half Yearly Return (GST concession and Customs Duty Exemption) for onward submission & renewal of Exemption Certificate (DSIR) at Institute level.5. Concerned RTI cases.6. Custodian of all records of the concerned Department & Office Equipments/Items of Purchase Section.7. Perform the duties of Buyer on GeM portal for processing of requirement in respect of concerned departments/Sections.
2.	Smt. S.K. Soni, UDC	Departments: ECE, FET, M&H, EIE, CHE, ACSS Sections: Director's Cell, Deans' Office, RTI Cell, Guest House, Academic Section, Admin. Section, Accounts Section, Transit Accommodation, Office equipments (Central Library, Estate Office, house, Hostels, Sports Section). <ol style="list-style-type: none">1. All the related work after receiving the requirement from concerned Departments/Section of the Institute.2. Concerned RTI Cases.3. Custodian of all records of the concerned. Departments/Sections.4. Leave record keeping for the Section.5. Insurance of equipments procured under HEFA.6. Perform the duties of Buyer on GeM portal for processing of requirement in respect of concerned departments/Sections.
3.	Sh. Manohar Lal, MTS	<ol style="list-style-type: none">1. Closing and opening of the Store and Purchase Section for 1st fortnight of every month.2. Serving of water and tea to the staff and Section In-charge as well as visitors.3. Making entries in Diary and Dispatch Register under supervision of the concerned staff.4. Making entry of Xerox copies in Xerox machine register.5. Dusting and Cleaning of the Section in co-ordination with sweeper, daily in the fortnight.

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(B) Store Function :

Sr. No.	Name & Designation	Distribution of Work
1.	Sh. Gurjant Singh Sidhu, Accountant	<ol style="list-style-type: none"> 1. Consumable Inventory and its stock entry (including PDA) after Physical verification. 2. Data punching of consumable inventory; submission of Monthly status report. 3. Work related to Annual Physical Verification 4. Checking the cases received to write-off the material and co-ordinating with the Central Write-off Committee. Cases for dispose-off the items written-off/scrap available in store/institute. 5. Concerned RTI Cases. 6. Perform the duties of Consignee on GeM portal. 7. Custodian of all records related to Consumable Items & Office Equipments/Items of Central Store Section.
2.	Sh. Sanjeev Kumar, Accountant	<ol style="list-style-type: none"> 1. Non-Consumable Inventory and its stock entry (including PDA) after Physical verification. 2. Data punching of non-consumable inventory; submission of monthly status report. 3. Work related to Annual Physical Verification. 4. Reconciliation of the data received from department to write off the Section. 5. Supervision of Diary & Dispatch Register of Central Store. 6. Perform the duties of Consignee on GeM portal. 7. Concerned RTI Cases. 8. Custodian of all records related to non-consumable items of Central Store Section.
3.	Sh. Jaswinder Singh, MTS	<ol style="list-style-type: none"> 1. Closing and opening of the Store and Purchase Section for 2nd fortnight of every month. 2. Serving of water and tea to the staff and Section Head as well as visitors. 3. Making entries in Diary & Dispatch Register under supervision of the concerned staff. 4. Making entries of Xerox copies in Xerox maintenance Register. 5. Dusting and cleaning of the Section in co-ordination with sweeper, daily in the fortnight.

The purpose of the above mentioned work distribution, is to dispose-off the work quickly in a systematic manner with the mutual co-operation of all the above listed staff. It is also, desired that each and every staff will maintain the detail of files/cases dealt and follow the provisions laid down in GFR-2017 and ensure the related matter to put-up for needful consideration of the authorities with proper reference of the rule(s). It will be appreciated, if the related work is disposed off well-in-time (3 to 7 days) and no pendency is left out on their duty desk. In addition to above, any other duty may be assigned time to time to above mentioned staff, by the undersigned, as per need of the Section/institute.

Himanshu Singh
Asstt Registrar (S)

Copy to the following for kind information please:-

1. Director Cell
2. Dean (P&D)
3. Concerned employees of the Section for compliance

Detail of files/cases dealt during the period 01.03.2021 to 31.05.2021 is as follows:-

Sr. No.	Particulars	No. Of Files/Cases processed
1.	Procurement	205 Supply Orders placed and 161 bills processed for payment
2.	Store	400 Material Receipt Note (MRN), 440 Store Issue Vouchers (SIV) and around 60 cases of Imprest Bills/spot purchases processed.
3.	Diary/Dispatch (Procurement)	290/492 as per diary/dispatch register
4.	Diary/Dispatch (Store)	196/313 as per diary/dispatch register


MONTH-WISE ACTIVITY CALENDAR OF STORE AND PURCHASE SECTION, SLIET, LONGOWAL


APRIL	MAY	JUNE
<ul style="list-style-type: none"> ➤ Opening of Financial Year ➤ Renewal of contract for providing Security Services in the institute ➤ Submission of quarterly information regarding fund utilisation under HEFA ➤ Quarterly Return to MOE regarding procurement of items under PAC/Single Tender Enquiry 	<ul style="list-style-type: none"> ➤ Issue of Circular for submission of requirement of Consumable/Non-consumable items as per budgetary allocation by A & A Section ➤ Reminder for completion of Annual physical verification of inventory and fixed assets 	<ul style="list-style-type: none"> ➤ Renewal of contract with BSNL ➤ Submission of Annual Return regarding disposal of E-waste with Punjab Pollution Control Board (PPCB) ➤ Reminder for submission of requirement of Consumable/Non-consumable items ➤ Providing necessary record/information during audit by AG (Punjab)
JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> ➤ Submission of half yearly return with Department of Scientific and Industrial Research (DSIR) regarding concessional GST/Custom Duty availed ➤ Submission of quarterly information regarding fund utilisation under HEFA ➤ Reminder for submission of requirement of Consumable/Non-consumable items ➤ Quarterly Return to MOE regarding procurement of items under PAC/Single Tender Enquiry 	<ul style="list-style-type: none"> ➤ Renewal of registration certificate issued by Department of Scientific and Industrial Research (DSIR) for claiming concessional GST/Custom duty (valid for 5 years) ➤ Reminder for submission of requirement of Consumable/Non-consumable items 	<ul style="list-style-type: none"> ➤ Renewal of contract with Custom Clearing Agent ➤ Providing necessary record/information during audit by AG (Punjab) ➤ Binding of record
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> ➤ Renewal of Office Automation Software ➤ Submission of quarterly information regarding fund utilisation under HEFA ➤ Quarterly Return to MOE regarding procurement of items under PAC/Single Tender Enquiry 	<ul style="list-style-type: none"> ➤ Renewal of contract with Advertising Agency ➤ Renewal of AMC of Photocopier Machines (Canon) 	<ul style="list-style-type: none"> ➤ Submission of detail regarding utilisation of funds allocated under OH-35 for review and reallocation of funds, if required ➤ Reminder for submission of requirement of Consumable/Non-consumable items
JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> ➤ Issue of Circular for submission of Bills for stock entry and processing for release of payment ➤ Submission of half yearly return with Department of Scientific and Industrial Research (DSIR) regarding concessional GST/Custom Duty availed ➤ Processing of case for disposal of material written-off upto 31st December ➤ Submission of quarterly information regarding fund utilisation under HEFA ➤ Renewal of Rate Contract for Lab Consumables (Valid for 3 years) ➤ Quarterly Return to MOE regarding procurement of items under PAC/Single Tender Enquiry 	<ul style="list-style-type: none"> ➤ Issue of reminder for submission of Bills for stock entry and processing for release of payment ➤ Issue of Circular for conducting Physical Verification of Inventory and Fixed Assets ➤ Reminder for submission of requirement of Consumable/Non-consumable items ➤ Bidding process for providing security services in the institute 	<ul style="list-style-type: none"> ➤ Closing of Financial Year ➤ Renewal of AMC of Photocopier Machines (Ricoh) ➤ Renewal of AMC of Photocopier Machines (Konica) ➤ Renewal of Insurance of Equipments /items purchased under HEFA ➤ Final reminder for submission of Bills for stock entry and processing for release of payment

NOTE: Apart from above, processing of requirement cases through GeM portal (Direct/Bidding)/Rate contract/purchase committee (under GIA/HEFA/Project) received from different indenters, placement of orders, stock entry in the central store & issue of material against SIV, processing of payment bills, writing-off unserviceable material through CWC, disposal of condemned material, issue of concessional GST/Custom duty certificates, issue of circulars regarding new updates of GFR-2017/GeM portal notified by MoF/concerned authority, monthly attendance statement etc. throughout the year.

ESTATE BRANCH

SR. NO.	SUGGESTIONS/RECOMMENDATIONS	ACTION TAKEN REPORT
a)	Existing filling system of the branch needs improvement.	There is proper file management system is being maintained in the Estate office.
b)	Training of knowledge of computers needs to be given to some officials of the branch.	Most of the Officials has been given training on computer and are well conversant with MS Office software.
c)	Online system for complaints of Civil and Maintenance should also be initiated. The time period of the complaints of Civil and maintenance work to be fixed.	A committee has been already constituted to devise a system for online lodging complaints for maintenance work. Further, also HOD (CSE)/ FI (ACSS) have been intimated to develop online system of complaints of Civil and Maintenance works.
d)	AMC of the costly equipment: DG sets should be done.	Preventive maintenance of DG sets is being carried out through authorized service provider.
e)	Record should be maintained for repair of Electrical appliances/ ACs etc.	Record of maintenance work is well established for the repairing of electrical Appliances/ACs. Replacement policy after life period of minimum 10 years has been adopted.
f)	Solar light should be made operational.	There was only one solar light installed in the campus approximately 20 years back, which is beyond repair. However, Roof top solar Power plant of capacity 1 MW has been Installed and functioning efficiently.
g)	Procedure for sanitary fittings and carpentry and their maintenance should be strengthened.	MAS register is maintained regularly for receipt and issue of item of sanitary/hardware items and civil maintenance work.
h)	More attention is required in cleanliness of Hostels/guest houses etc. Modern system of waste should be adopted.	The Hostels/ Guest House/ Mess/ Shopping Complex are being regularly cleaned. Further sanitation equipment is procured through GeM portal.
i)	Traffic rules should also be displayed in the campus.	Some signage's has already been well placed. Further, more endeavours will be initiated in near future.
j)	Register check on equipment / machinery should be made to avoid breakdown.	The preventive maintenance of equipments is being regularly done.
k)	The section should make efforts for receipt of digital payment for guest house.	Discussion has already been made with Accounts section. Procedure is expected to be devised soon.
l)	The section should make mechanism for time bound compliance of audit paras.	The Audit Para reply is submitted in time bound manner without any delay.
m)	Periodical maintenance of hostel be carried out.	Periodical maintenance of Hostels is being done through ARM/Periodical E-tender floated through





 21/11/20

		E-procurement portal and Manpower tender through GeM portal.
n)	The Section should make efforts for waste management.	The Waste Management policy at Institute level is under preparation.
o)	The Section should carry out renovation of Wash Rooms of Administrative Block at priority.	The E-tender for Renovation of Wash Rooms of Administrative Block shall be floated soon i.e. through Cppp portal.
p)	Mechanism is put in place for monthly inspection of Civil/ Electrical/ Horticulture Works.	The inspection of Civil/Electrical Works is being undertaken by the Inspection committee constituted on award of work with the approval of the competent authority.


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28/11/22

Action Taken Report on the Administrative Audit Report-2020 of controller of vehicles section

S.No.	Observation/Suggestions/Recommendations	Action taken
a	Transport policy needs to be prepared	A committee for drafting Transport Policy for institute vehicles is being proposed for approval.
b	Needs improvement in maintenance of record especially log books etc.	The necessary improvements in log books will be incorporated during printing of new log books.
c	More emphasis be given for utilization of vehicles for training, placement of students etc.	The institute buses have travel permit up to 50 km from Sangrur, however efforts are being made to get temporary permit which will enhance utilization of these buses for industrial visit, placement of the students.
d	Duty Roaster of Drivers is prepared on monthly basis is appreciated	Duty Roaster of drivers is being prepared six months, however duties of Ambulance Drivers is being changed after every 10 days .
e	Fuel efficiency management be explored	An appreciation letter or award is being proposed for the driver providing more fuel efficiency.
f	Quarterly Chart of fuel efficiency record of each vehicle be displayed in office.	Quarterly Chart of fuel efficiency record of each vehicle is being displayed in the CV office.
g	Drivers be given targets of fuel efficiency.	Drivers have been instructed to increase fuel efficiency.
h	Average of vehicles should also be checked on regular basis.	Average of vehicles is being checked regularly.
i	Insurance of the vehicles are being made regularly	Insurance of vehicles is being made regularly.
j	Needs improvement in maintenance of vehicles on regular basis.	Maintenance is being done regularly.
k	Existing filing /log book system of this section needs improvement.	The drivers have been instructed to fill the log book regularly
l	Service station/washing area is under utilized. Institute needs take steps on having tie-up with Ministry of Skill Development, GOI for better utilization of the area by planning some relevant training/skill development courses.	Possibility for skill development short term courses will be explored
m	Calendar of servicing of vehicles be prepared.	The service of vehicle is being done as and when it becomes due, which depends upon the distance covered by the vehicle after previous service.

Dy. Jcv 
 23/11/22
 KULWANT SINGH
 23/11/22


 23/11/22
 D.E.O.

Registrar

50

From : Dr.S.S.Punia, SPI

To: Registrar

Subject : Action taken report relating to Sports Section

- a. Divija Developers, Kurukshetra specially trained in running, maintenance and operating swimming pool were invited and they gave recommendations, but latter they were unable to negotiate.
- b. Request from sports deptt. was made, but fans are yet to fixed.
- c. ICD participation in Sports activities has increased.
- d. Modern gym equipment has been added.
- e. All proposals for procurement are sent well in time.
- f. Activities schedule is planned in proper way and finalized well in advance.
- g. Proposal from wooden court with glass doors has been sent to estate office.
- h. Proper filing system of sports section is being adhered.

For information please.


22/11/22
Dr.S.S.Punia, SPI

Registrar :

HEALTH CENTREACTION TAKEN REPORT (AUDIT)

Keeping in view the observations/recommendations made by the committee in Administrative Audit conducted during 3-4th Feb., 2021, following actions have been taken

S.No.	Observation	Action Taken
1.	More facilities (like AC) may be provided to Medical Officers and staff as per Institute rules	<ul style="list-style-type: none"> ➤ 03 No. ACs have been provided to Medical Officers (regular, contract and visiting doctor room) ➤ Pharmacy room, physiotherapy room and Wards are remaining.
2.	Staff be deputed for requisite training in their domain as per needs.	<p>Basic Life Support / CPR Training was organized by Health Centre on 07.07.2022 at Mini Auditorium, CSE Block. Dr Vinay Singhal, Add. Director, Critical Care, and his team from Fortis Hospital, Ludhiana had given the training.</p> <p>The St. John Ambulance (India) training has been explored for MTS staff. The staff will be sent for training during vacation time.</p>
3.	The possibility of allotment of pharmacy shop in Health Centre/any other suitable place through outsourcing may be explored.	Outsourcing was explored but did not receive encouraging response from local pharmacies.
4.	Staff including Medical Officer need to visit nearby IIT/NIT to experience their working environment	pending

[Prof. (Dr.) Anupma Marwaha]
Professor (ECE) & Chairperson,
SLIET Health Centre