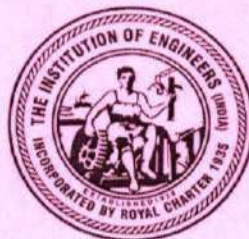


FINANCIAL NORMS AND RULES

**Effective from 01 June 2004
[Amended upto September 2024]**



The Institution of Engineers (India)
8, Gokhale Road, Kolkata 700 020

FINANCIAL NORMS AND RULES INDEX

SECTION – I: NORMS AND RULES FOR THE HEADQUARTERS

<u>Clause</u>	<u>Item</u>	<u>Page No.</u>
1.0	General	1
2.0	Accounting Policies and Practices	1-7
3.0	Administration, Responsibility and Accountability	7
4.0	Budget	7
5.0	Budgetary Control	8-9
6.0	Expenditure Control	9
7.0	Powers to approve and sanction	9
7.2	Internal Auditor	9-10
7.3	Statutory Auditor	10
7.4	Norms for Temporary Appointments at HQ	10
8.0	Bank Accounts	10
8.2	Authority to operate Bank Accounts	11
9.0	Investments	11-13
10.0	Purchase Rules	13-15
11.0	Printing of Question Papers	15
12.0	Printing of Publications	15-16
13.0	Purchase Orders	16
14.0	Quality Assurance	16
15.0	Payment by cash against a Purchase Order	16
16.0	Split of Purchases/Orders	16
17.0	Office Orders	16-17
18.0	Travelling Allowance / Daily Allowance Rules	17-20
18.9	TA/DA to President, Past Presidents, President-Elect and Vice Presidents	20-21
19.0	Reimbursement of Other Expenses	21-22
20.0	Annual Recurring Grant	22
20.1	Basic Grant	22
20.2	Specific Grants	22-23
20.3	Additional Grant	23
20.4	Adjustments	24
20.5	Norms for entitlement of the centers for the man-power grant.	24-28
20.8	Grant for Technicians'/Students' Chapter	28-29
20.9	Norms of Technical Activities at Centres	29
20.10	Grant to Centres for Election Expenses	29
21.0	Grant to State/Local Centre for Technical Publications	30

DISCLAIMER: Information given is as applicable on 20 Mar 2025 Any modification/ammendment/addition/deletion done afterwords are not included. In case of any discrepancy, provisions as per copy of Bye-laws/Regulations/ Service Rules and other relevent documents kept at HQ will be final.

Clause	Item	Page No.
22.0	Grants to Divisions	30
22.1.2	National Convention	30
22.1.3	Grants for One-Day Seminar/Workshop (One Day Activity)	30
22.1.4	Grants for All India Seminar/ Conference / Workshop / National Conference (Minimum Duration 02 days)	30
22.1.5	Grant for Workshop on Disaster Mitigation & National Building Code	30-31
23.0	Grant for Indian Engineering Congress	31
24.0	Grant for Council Meeting	31-32
25.0	Grant for IEI Convocation	32
26.0	Grant for Jubilee Celebrations of Centres	32
27.0	Advance to State and Local Centre for International Conferences	32-33
28.0	Building Grant	33-34
28.8	Guidelines for Buildings	34-35
28.9	Funds for Construction of Buildings	35
28.10	Guidelines for sanction of financial assistance for major repairs to centre Building	36
28.11	Guidelines for financing Building/Plots of Centres from Revenue Budget	36-37
28.12	Norms for sanction of Grant for Projects under the head Non-conventional Energy and Rain Water Harvesting.	38
28.13	Norms for use of Buildings	38-39
29.0	International Activities	39-41
29.12	Fund received from an International Body	41
30.0	Guidelines for nomination of IEI's representatives in external bodies	42

SECTION – II: NORMS & RULES FOR THE STATE / LOCAL CENTRES

Clause	Item	Page No.
1.0	General	43
2.0	Administration, Responsibility and Accountability	43
3.0	Accounting Policies & Practices	43-44
4.0	Income of a Centre	44
5.0	Budget	45
6.0	Monitoring and Control of Expenditure	45-46
7.0	Powers to Approve and Sanction	46-47
8.0	Internal Auditor	47
9.0	Bank Accounts and Authority to Operate Bank Accounts	47
10.0	Investments	47-48
11.0	TA/DA Rules	48
12.0	Norms for Use of Building	48-49

SECTION – III: BUDGET FORMAT

1.0	Budget Format	1-7
-----	---------------	-----

SECTION – IV: SOP & Check List

1.0	SOP for investments in FDS and Bonds	8-9
2.0	Check List for investments in FDS and Bonds	10-11

DISCLAIMER: Information given is as applicable on 20 Mar 2025 Any modification/ammendment/addition/deletion done afterwords are not included. In case of any discrepancy, provisions as per copy of Bye-laws/Regulations/ Service Rules and other relevent documents kept at HQ will be final.



SECTION – I **NORMS AND RULES FOR THE HEADQUARTERS**

1.0 GENERAL

- 1.1 These Norms and Rules, as approved by the Council at various Meetings are prescribed pursuant to the provisions of the Bye-Laws and Regulations of the Council. Provided that in case of any inconsistency between these Norms and Rules and the provisions of the Bye-Laws and the Regulations of the Council, the latter shall prevail.
- 1.2 These Norms and Rules enforced with effect from 1st June 2004. All amendments up to September, 2024 (CM 727th dated 21-22 Sep, 2024) have been incorporated in these Financial Norms and Rules.

2.0 ACCOUNTING POLICIES & PRACTICES

- 2.1 **Accounting Convention:** The financial statements shall be drawn on the basis of historical cost convention and on the basis of going concern and to be prepared in accordance with the Generally Accepted Accounting Principles (GAAP) and applicable Accounting Standards issued by the Institute of Chartered Accountants of India and should be on accrual basis unless otherwise stated.
- 2.2 **Use of Estimates:** In preparing the financial statements in conformity with the accounting principles generally accepted in India, the management is required to make estimates and assumptions that affect the reported amount of assets and liabilities and the disclosure of contingent liabilities as at the date of the Financial Statements and the amount of income and expenses during the reported period. Actual results could differ from those estimates. Any revision to such estimates is recognized in the period the same is determined.
- 2.3 **Prior Period Adjustments, Exceptional Items, Extra Ordinary Items and Changes In Accounting Policies:** Prior period adjustments, exceptional items, extraordinary items and changes in accounting policies having material impact on the financial affairs of the Institution are disclosed
- 2.4 **Fixed Assets:** Fixed Assets of the Institution shall be shown at cost of acquisition, which shall includes all related direct expenditure incurred on acquisition. Value of the asset shall be increased during its existence, if any addition/alteration involving expenditure of a capital nature is made.
- 2.5 Depreciation on Fixed Assets shall be calculated on the following basis:
- a) Fixed Assets costing up to Rs.5,000/- each added to fixed assets at the Headquarters are depreciated in full in the year of purchase. Basis of depreciation of other items is given below in (b) to (i).
 - b) Buildings on leasehold land where leases are not considered to be perpetual – amortized over the lives of respective leases.
 - c) Buildings on leasehold land where leases are considered to be perpetual – on book written down values @ 2.5%.



- d) Furniture and Equipment, Air Conditioners and Electrical Installation – on book written down values @ 15 %.
- e) Computers and Data entry system - on book written down values @ 20 %.
- f) Lift- on book written down values @ 10 %.
- g) Depreciation on additions is charged for the full year irrespective of dates of additions. No depreciation is charged in the year of sale.
- h) For the purpose of calculating depreciation on certain buildings constructed on leasehold land at the various Centres, the leases have been considered to be perpetual ones and depreciation is charged @ 2.5% on written down value for the relative buildings.
- i) Other Fixed Assets- on book written down values at applicable income tax rates.

- 2.6 Investments are to be made in Bonds and Fixed deposits with Banks. The same, when to be made for short term, is to be classified under the head “cash and bank balances as short term fixed deposits with banks”.

The Long Term Investments in securities are valued at lower of cost and market price, when listed. Otherwise same is carried at cost less diminution thereon of permanent nature. Bonds are stated at face value plus incidental cost thereon. Fixed Deposits are stated at deposit value.

Interest accrued on Bonds and Fixed Deposits are routed through income and expenditure account and accumulated under the head “Interest outstanding and accrued on investments” under current assets in the Balance sheet less provision against accrued interest, if any

- 2.7 Inventories are valued at lower of cost and net realizable values determined under the First-In-First-Out method.

2.8 **Foreign Currency transactions**

Transactions in Foreign currencies are recorded at predetermined rates on the date of the transaction and rate variations are duly recorded in the accounts as per prevailing practice. Monetary items denominated in foreign currency are restated at the exchange rate prevailing on the balance sheet date. Foreign currency non-monetary items carried in terms of historical cost are reported using the exchange rate at the date of transactions. Exchange differences arising on settlement of transactions and / or restatements are dealt with in the Income and Expenditure Account

2.9 **Employee Benefits**

- a) Annual premium contributed to IEI Staff Gratuity Fund the scheme of the Life Insurance Corporation of India is charged in the accounts of the year of such payment.
- b) Short-term Employee Benefits (i.e. benefits payable within one year) are recognized in the period in which employee services are rendered.
- c) Contributions towards provident funds are recognized as expense. Provident Fund contributions are made to government administered provident fund towards which the Institution has no further obligations beyond its monthly contributions.



- d) Liability towards gratuity (Defined Benefit Plans) covering eligible employees is provided on the basis of year-end actuarial valuation.
- e) Accrued liability towards leave encashment benefits (beyond 12 months) covering eligible employees, evaluated on the basis of year-end actuarial valuation is recognized as a charge.
- f) Actuarial gains / losses arising in Defined Benefit Plans are recognized immediately in the Income and Expenditure Account as income / expense for the year in which they occur.

2.8 **Revenue Recognition**

- a) Compounding fees, composite subscription, composite journal fees, are accounted for as capital receipts and form part of Permanent Reserve Fund (Corpus Fund of the Institution). Entrance fees and transfer fees form part of the Capital Reserve. Subscriptions and Registration / Re-registration fees are accounted for on accrual basis.
- b) Income from investments of Headquarters is accounted for on accrual basis. Income from investments on Permanent Reserve Fund and other investments is credited to Revenue Account for meeting general expenditure of the Institution as approved by the Council. Income from investments of Earmarked Funds and International Conference Fund is allocated directly to earmarked Funds on opening balances of the respective Earmarked Funds on the basis of weighted average method. Income from investments of an earmarked fund is utilized only for the purpose for which the fund is created. A total list of liabilities including GST, Income Tax, Service Tax, PF, ESI etc. shall be separately earmarked and kept provision of in the budget. The liabilities for Leave Encashment, the demand of income tax and Service Tax should be invested as an 'earmarked investment' and interest accrued thereon on the earmarked investments of income tax and service tax would be credited in that earmarked investments w.e.f F.Y. 2024-2025 to protect the future liabilities and the same would not be included in the revenue while preparing the budget. Dividend on investments in units is recognized as income on the basis of entitlement to receive. Income on Interest bearing securities and fixed deposits is recognized on a time proportion basis taking into account the amount outstanding and the rate applicable.
- c) Income from investments of State / Local Centres and are accounted for on cash and accrual basis and is credited to respective funds from which they are invested.
- d) Income from Referee Fees and Seminars, Symposia and Conference held during the year are accounted for on cash basis
- e) proceeds of the publications are accounted for on accrual basis
- f) Examination Fee is recognized in the financial year in which the examination is held.
- g) Government grants in the nature of award of prizes and reimbursement of expenditure for publication of journals etc. are accounted for, as income, on



accrual basis and shown separately as received and recoverable in the Income and Expenditure Account

- h) Donations for Seminars and Symposia are credited to Income and Expenditure Account; other donations are credited to appropriate Fund Accounts
- i) As per prevailing practice interest on house building and vehicle advance to employees are accounted for after recovery of principal and is credited as income in the year in which they are realized.

2.9 **Expenditure Recognition**

- a) Costs of production and distribution of Journals, Bulletins, Annual Numbers, other Technical Publications, Rules and Syllabi and Question Papers etc. are charged off as expenditure as and when incurred.
- b) Expenditure on Seminars, Symposia and Conference held during the year are accounted for on cash basis. Referee fees are accounted for on accrual basis.
- c) Annual Recurring Grant, reimbursement of expenses to the Centres, other subsidy are accounted for when paid and no accrual thereof is created.
- d) Costs of books and periodicals etc. purchased by the Headquarters / Centres and stores and stationery purchased by the Centres during the year are being charged off as an item of expenditure.
- e) Borrowing cost attributable to the acquisition of qualifying assets are added to the cost up to the date when such assets are ready for their intended use. Other borrowing costs are recognized as an expense in the period in which they are incurred.
- f) Expenses incidental to acquisition of Bonds are charged to revenue in the year of redemption of Bond.
- g) All other expenditures are accounted for on accrual basis.

2.10 **Segment Reporting**

In terms of clause 78 and 81 of the Bye laws of the Institution, the Council shall establish one State Centre or one or more Local Centres within the geographical boundaries of a State Centre of the Institution in each State/Union Territory of India. The Institution operates predominantly in India and in one business segment delivering the general advancement of engineering and engineering science, their application and education services of Engineering in all its branches in India and to facilitate the exchange of information and ideas on those subjects amongst the Members of and persons attached to the Institution by publication of papers or journals, books; by encouraging research work and to promote the study of Engineering with a view to disseminate the information obtained for facilitating the scientific and economic development of Engineering or otherwise howsoever in India. The income statement discloses the revenue derived from this segment for each of these services.



2.11 **Reserve and Surplus and Earmarked Funds**

Monies belonging to Prize Fund, Lecture Fund, Scholarship Fund, Fund for Advancement of Engineering Education and Engineering Science and quite a few funds created from surplus of International Conference Account including Seminar and Symposia Account have not been kept in separate earmarked investments. However the total of such fund balances is covered by total Investment (including other Investments).

2.12 All Income and expenditure items shall be allocated/apportioned between Research & Development Activities and other activities on the following basis :

- 2.12.1 HQ Administrative Expenses – 80% for R&D and 20% for other activities
- 2.12.2 HQ Technical Expenses/Income – 100% for R&D activities
- 2.12.3 HQ Examination Expenses/Income – 100% for other activities
- 2.12.4 State/Local Centre establishment Expenses to be allocated/apportioned between R&D and Education as per percentage of Corporate Membership and Non-Corporation Membership strength respectively.

2.13 **The following shall be treated as Capital Reserve –**

2.13.1 Entrance fees, transfer fees, interest on specified funds and donations in respect of Building, Furniture, Library and Equipment Fund.

2.13.2 **Capital Expenditure Fund:-**

The Institution, since belonging to the category meant for section 11 of Income Tax Act 1961, is obliged to spend eighty-five percentage of its gross receipts for specified charitable purpose. Any short fall has been laid down under section 11 (2) of Income Tax Act 1961 to be held in specified deposit for stipulated period for onwards spending on specified accounts. Amount so accumulated in specified deposits is also retained in a reserve described as 'Capital Expenditure Fund'. Withdrawal from accumulated specified deposits for periodic incurrence of requisite expenditure is credited to income and expenditure account by way of corresponding debit to capital expenditure fund. Pursuant to amendment of Section 11 of Income Tax Act, 1961 laying down the application of income to be reckoned only on 'payment' basis with effect from FY: 2021-2022 as against consideration of the same as per accrual concept up to previous financial years. Obligation of the Institution towards specified investment has undergone change accordingly.

2.14 The following shall be treated as **Revenue Reserve –**

1. General Fund
2. Revenue Surplus and Free Reserve [Optional]
3. Income and expenditure Account

2.15 **Earmarked Fund**

Earmarked Funds shall be treated separately as may be decided by the Council on the recommendation of the Finance Committee.



- 2.16 2.16.1 Cash Flow Statement to be included in the Annual Accounts, as per Clause no 107(v)(c) of Bye Laws and Regulations, should be as per the format prescribed by 'The Institute of Chartered Accountants of India'.
- 2.16.2 **Provision for Doubtful Accounts**
Account balances and obsolete inventory items remaining non moving for more than two years, are provided for as considered adequate by the management.
- 2.16.3 **Postage & Telegram Expenses**
All Postage and Telegram expenses are charged under the head postage and telegram expenses in the Income and Expenditure account.
- 2.16.4 **Accrued Liabilities**
Accrued liability for expenses is provided in the books of accounts on the basis of actual payment up to the end of June of the subsequent year.
- 2.16.5 **Consolidation of Centres Accounts**
Annual Accounts of the institution are drawn up with the audited accounts received from the Centres upto the **31st May** of the year or such later date as decided by FC and Council. The balance accounts from Centres are consolidated with the accounts of IEI on subsequent years under the head "Adjustment relating to previous years".
- 2.16.6 **Provisions, Contingent Liabilities and Contingent Assets:**
Provisions are recognized when there is a present legal or statutory obligation as a result of past events where it is probable that there will be an outflow of resources to settle the obligations and when a reliable estimate of the amount of the obligation can be made.
Contingent liabilities are recognized only when there is a possible obligation arising from past events due to occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Institution or where any present obligation cannot be measured in terms of future outflow of resources or where a reliable estimate of the obligation cannot be made. Obligations are assumed on an ongoing basis and only those having a largely probable outflow of resources are provided for.
Contingent assets are not recognized in Financial Statements.
- 2.16.7 **Signature of the Financial Statement**
The financial statement are prepared and presented by management to statutory auditor for submitting their report on the financial statement. The Council and Finance Committee authorizes every year the President to approve the accounts and for signing of the accounts by the Member, Finance Committee, Secretary & Director General and Deputy Director (Finance).



The auditor's report should be dated the date on which the audit is completed on the basis of submission of accounts and under the signature of Member (Finance Committee), the Secretary and Director General and Deputy Director (Finance). The accounts are placed for consideration of the members in the Annual General meeting as provided in the Bye-Laws & Regulations.

3.0 **ADMINISTRATION, RESPONSIBILITY AND ACCOUNTABILITY**

3.1 The Secretary & Director General of the Institution shall remain vested with the overall responsibilities in matters pertaining to the accounts and finances of the Institution and for this purpose shall act strictly in terms of the provisions of the Bye-Laws, the Regulations of the Council and these Norms and Rules, decisions and directions of the Council issued from time to time and the laws of the land.

3.2 The Secretary & Director General shall, however, be assisted by the Finance Department at the Headquarters of the Institution which shall be responsible for

3.2.1 maintenance of proper books of accounts and other records pertaining to the finances of the Institution,

3.2.2 providing information required by the Finance Committee and the Council,

3.2.3 compliance with statutory obligations including those of income tax, sales tax, foreign exchange regulations, Department of Science and Technology [Government of India], other Government and statutory bodies, Bye-Laws and Regulations, Service Rules for Employees of the Institution, Norms for grants to Centres and comply with the directions of the Finance Committee and the Council,

3.2.4 preparation of draft budget, implementation of budgetary controls, exercise of proper accounting control,

3.2.5 having Internal and statutory audits carried out,

3.2.6 preparation of the drafts for amendments/modifications of the accounting principles and practices on the advice of statutory auditors of the Institution for consideration of the Finance Committee and the Council.

4.0 **BUDGET**

4.1 The draft budget for each financial year shall be prepared by the Finance Department in the prescribed format given in **Annexure-1** under the directions of the Finance Committee, sufficiently in advance of the commencement of the financial year after ascertaining from Departmental Heads their requirements and the same shall be sent to the members of the Council after finalization by the Finance Committee along with the agenda papers for the meeting of the Council at which the budget shall be considered for approval by the Council.



4.2 Annual budget once approved by the Council can be varied up to 10% for individual items subject to an overall limit of 2.5% of the total budget outlay, by the Finance Committee. Variation of any amount above that limit has to be approved by the Council.

5.0 **BUDGETARY CONTROL**

5.1 Any interchange of provisions in one budget head to meet short provision in another of similar nature, at the same time ensuring that such a change will not result into a deficit for the year, shall be done only with prior approval of the Finance Committee.

5.2 Investments and fixed deposits shall be encashed only for reinvestment only with concurrence by FC Member authorized to sign cheque.

5.3 Encashment or partial disinvestments of earmarked Reserve Fund shall be made by the Secretary & Director General only with the approval of the Member of the Finance Committee authorized to sign cheques who shall keep the President informed about such action and the action shall be reported to the Finance Committee without delay, provided, however, that the adequacy of the balance investment to meet the stipulated obligation is ensured.

5.4 Before initiating the process of purchase or sanctioning expenditure, making commitment or making payment, it shall be necessary for the Head of the Finance Department to certify adequacy of the unspent balance in the respective budget head to ensure strict compliance with budgetary provisions.

5.5 Before any expenditure is made, though provided in the approved budget estimates, prior approval of the authorities as prescribed below shall be obtained subject to norms, guidelines, rules, purchase rules/procedures, internal audit and conditions stipulated elsewhere :

5.5.1 Routine items such as salary, day to day expenses, advances to employees as per guidelines approved by the Council or for expenditure to be incurred for performing their duties, etc. and marked in the budget format as 'SDG':

-- Up to Rs.30,000/ - Deputy Director [Finance] jointly with Executive [Finance].

-- Up to Rs. 2 Crores – approval by the Secretary & Director General.

5.5.2 Items not classified as routine items and marked in the budget format as '**FC**' - **approval by the Finance committee.**

5.5.3 Special items of expenditure such as distance learning programme, expenditure in foreign exchange, travel outside India, advances, loans, recoverable seed money, recoverable advance and marked in the budget format as '**CO**' – **recommended by the Finance Committee to be approved by the Council subsequently, but in exceptional cases, President may approve and approval ratified by the Council.**



5.6 The Finance Committee at each of its meeting shall review the budget performance and in case of shortfall in revenue income, corresponding reduction in expenditure shall be enforced. It shall be the responsibility of the Finance Committee to ensure that the financial working for the year does not result into a deficit and for that purpose to give appropriate directions to the Secretary & Director General and the Finance Department. The Finance Committee shall bring to the notice of the Council, if a decision of the Council is likely to lead to operating deficit.

5.7 On being brought to the notice by Deputy Director (Finance) that after the payment towards the particular item the balance left will not be adequate to meet the needs of the remaining part of the year, the sanctioning and approving authority shall take appropriate decision after taking into consideration this factor.

6.0 **EXPENDITURE CONTROL**

6.1 Every payment/reimbursement shall be made only after certification by the claimant that the claimed amount is actual and reasonable and being supported by bills, receipts and approval by the sanctioning authority. Where submission of documentary proof for the claim/reimbursement is not practicable, only reasonable expenses shall be paid / reimbursed on the basis of declaration by the claimant.

6.2 All payments must be pre-audited and released on certification by the Director [Finance] in respect of the budget provision and the compliance with norms.

6.3 Expenditure on foreign travel to be met out of the general/earmarked fund of the Institution shall not be sanctioned without specific prior approval of the Council, upon the recommendation of the Finance Committee. In case of emergency, the President may sanction the expenditure and have such sanction reported to the Council subsequently.

7.0 **POWERS TO APPROVE AND SANCTION**

7.1 Within the limits of the approved budget and subject to internal audit, the powers to approve and sanction **revenue expenditure** of routine nature marked as 'SDG' (in the budget heads) but excluding purchases shall be with the authorities as under :

7.1.1 **Up to Rs.30,000/** - Officers not below the rank of Deputy Directors jointly with Deputy Director[Finance].

7.1.2 **Up to Rs 2 Crores** - the Secretary & Director General jointly with the Deputy Director [Finance].

7.2 **Internal Auditor**

7.2.1 The Finance Committee shall appoint a Chartered Accountant or a firm of Chartered Accountants as Internal Auditor on such remuneration as it may consider appropriate. The same Chartered Accountant or the firm shall not be appointed as Internal Auditor for more than 3 years.

7.2.2 Subject to the provision mentioned in Rule 7.2.3, the Internal Auditor shall



carry out audit including pre-commitment, pre-payment/ concurrent of every payment, having due regard to the Bye-Laws and Regulations, provisions of approved budget, Service Rules for the employees, any other rules, norms as in force, decisions of the Council, propriety, justification, reasonableness, documentary evidence/proof, sanction of the appropriate authority, as also provision of the laws of the country in respect of Income Tax, other taxes/levies, foreign exchange regulations, etc. as may be applicable.

7.2.3 The pre-commitment audit shall not be required for the advances to and expenses for employees including salaries, allowances, TA, DA, ex-gratia, telephone/electricity/hotel bills, grants etc. for which norms have been prescribed. The pre-commitment audit shall include all commitments exceeding Rs.10,000/- and all purchase commitments exceeding Rs.3,000/-.

7.2.4 Internal Auditor may consult or seek guidance of the Deputy Director [Finance] and/or Secretary & Director General and, if necessary, the advice of the Member, Finance Committee authorised to sign the cheques, wherever needed.

7.2.5 The Internal Auditor shall submit a report to the SDG with a copy to the President indicating any deviation made or irregularity committed in any financial matter as may be observed by him. However, in case the report involves the SDG or a Member of the Council, the report shall be submitted only to the President.

7.2.6 All Internal Audit Reports are to be quarterly reviewed by the President and the SDG.

7.3 **Statutory Auditor**

The same Chartered Accountant Firm shall not be appointed as Statutory Auditor of the Institution for more than 3 years. The Statutory Auditor should be present in the Annual General Meeting (AGM) of the Institution.

7.4 **Norms for Temporary Appointments at HQ:**

The Secretary & Director General authorized to analyze the total estimated cost and functional requirement for temporary hiring of Job Oriented personnel at HQ and decide the terms of appointment as per the requirement on case to case basis with the approval of the President, IEI. However the maximum tenure of appointment should not be more than 3 months as per para no: 4.2(ii) of the Service Rule and the hiring cost of each individual should be done on lump sum compensation, preferably through manpower agencies, contractors, by individual's contract (w.e.f. 01.01.2023).

8.0 **BANK ACCOUNTS**

8.1 All bank accounts of the Headquarters of the Institution and those opened for international activities shall be opened only with Scheduled Banks but excluding Scheduled or Non-scheduled Co-operative Banks with approval of the Finance Committee. The Bank accounts shall be opened and operated by persons authorized under the provisions of Bye-Laws or specific rule as in force.



8.2 **Authority to operate Bank accounts**

The powers to sign cheques at Headquarters shall be as under :

- 8.2.1 **Up to Rs.30,000/-** Jointly by any two of - Secretary & Director General, Deputy Director [Finance] and Executive [Finance]
- 8.2.2 **Up to Rs.1,00,000/-** Jointly by any two of - Member Finance Committee, Secretary & Director General and Deputy Director [Finance],
- 8.2.3 **Up to Rs 1 crore** – Member Finance Committee and any one of the Secretary & Director General and the Deputy Director [Finance] - for any payments or for fund transfer for payments.

Up to Rs 2 Crores - Member Finance Committee and any one of the Secretary & Director General and the Deputy Director [Finance] – for any investments or for fund transfer for investment purpose only.

Multiple cheques can be issued in a single day for investment or for fund transfer for investment purpose only.

- 8.3 The persons signing the cheques shall satisfy themselves about the correctness and propriety of payment before signing the cheque.

9.0 **INVESTMENTS**

- 9.1 Any money for investment at the Headquarters shall be invested in Fixed Deposits of Scheduled Banks but excluding Scheduled or Nonscheduled Cooperative Banks or invested in approved Securities as soon as practicable. Securities shall be purchased directly from auction of Govt of India dated Securities or auction of State Govt. Securities by RBI and by payment to and receipt of securities directly from the issuing authority/ authorized primary dealer registered with RBI. Brokerage/commission, if received/ paid shall be credited/debited to the Revenue Account. Investments shall be effected only pursuant to decisions of the Finance Committee. Pre-mature encashment/disinvestment shall be effected only pursuant to the decision of the Finance Committee.

- 9.2 Investment of any fund from international resources, surpluses generated from international activities shall be dealt with as directed by the Finance Committee from time to time.

9.3 **Guidelines for fund Management and Investment**

- 9.3.1 All the investments should be made based on the Minutes of the Finance Committee. FC should meet as and when required to determine the investable fund based on the total fund position and keeping a balance of Rs.2.00 crores. FC (730th) authorized the Local Member Finance Committee, Secretary & Director General and Deputy Director (Finance) to finalize on which Bonds/FDs to be reinvested as per the ratio as laid down in the financial norms and rules, subject of maximum variance of $\pm 5\%$. They shall visit to SBI DFHI Ltd office, only if it is required, for finalization of on which bonds to be invested as per norms and decided that investment in FDs will be made for a period of more than two years for which rate of interest is maximum at the time of investment.



- 9.3.2 Total investable fund should be invested in Fixed Deposits with banks (40%), Government of India dated Securities / State Government Securities (60%) in the ratio of 40:60. The total securities amount should be invested in Government of India dated Securities and State Government Securities in the ratio of 50:50. Future investments will be made to achieve the above ratio. In case of Fixed Deposits with banks the fund should be parked in scheduled PSU banks and private banks in the ratio of 70:30, however, IEI should do investment in Fixed Deposits with only two Public Sector Banks [SBI (80%), Bank of Baroda (20%)] and two Private Sector Banks [HDFC (60%) & ICICI Bank (40%)], Fixed Deposits with banks should be made at best investment rates available for a period from 12 months to 25 months, all the investment documents & cheques have to be signed by the Local FC Member, SDG & DD(F). Thus the total investments of IEI will be kept in Government of India Securities: State Government Securities: Public Sector Bank FDs: Private Sector Bank FD: in the ratio of 30%: 30%: 28%: 12% respectively.
- 9.3.3 As laid down in Bye-Laws – Investments should never be made in speculative funds, returns from which are not certain and return of capital is not guaranteed.
- 9.3.4 Deleted
- 9.3.5 The Finance Committee should discuss the investments scheduled to mature within the next quarter and decide on the instruments in which reinvestment is to be made keeping in mind the ratios specified in para no:9.3.2.
- 9.3.6 All investments will be made as soon as the funds are free for investments but not later than one month of fund availability.
- 9.3.7 The minimum balance of Rs.2.00 crores be increased if there is knowledge that some big payments are to be made within the next fortnight.
- 9.3.8 Deleted
- 9.3.9 Deleted
- 9.3.10 No investment in FD will be made, where IEI does not have any bank account.
- 9.3.11 The Investment in FD should be made directly from the Savings Bank Account.
- 9.3.12 Investment in FDs should be made in the bank branch that should be in surrounding place to the office of IEI-HQ (within 5 km).
- 9.3.13 For investments in FDs, there should be a relationship with that bank branch for a minimum period of 1 year and at least 50 transactions are to be made within 1 year.
- 9.3.14 In no circumstances renewal will be made as per earlier mandate of FD and fresh sets of mandate documents to be submitted for new investment.
- 9.3.15 Email confirmation to be received from the respective Bank for checking the authenticity of the fixed deposit.



- 9.3.16 All the investment proposals of the ensuing quarters are to be incorporated in the Agenda of the FC for deliberation, decision and implementation and all the investments should be made based on the minutes of the FC w.e.f 10.05.2022.
- 9.3.17 The detailed Standard Operating Procedure (SOP) for investments is to be followed (Please refer Annexure-2).
- 9.3.18 The check list for investment is to be followed (Please refer Annexure-3).
- 9.3.19 Balance confirmations must be obtained quarterly from the banks (via email) with which investments are held.
- 9.3.20 The Finance Committee (FC) may consider evaluating the investment proposals wherein difference in FD interest rate offered by a bank exceeds the rate of FDs for a particular period of next best offer from another bank beyond a threshold of 0.5%. FC may evaluate the rationale of higher offer of FD interest rates by the financial institutions.
- 9.3.21 FC at its 729th meeting held on 28-29 Aug 2023, deliberated and decided to dissolve the Investment Committee, which was noted by the Council at its 723rd meeting held on 24-25 Sep 2023 at Guwahati. Accordingly, the references of Investment committee wherever mentioned in the 'Financial Norms and Rules' should be treated as Not Applicable (NA).

10.0 **PURCHASE RULES**

- 10.1 These rules shall be subject to the provision in para 11.0.
- 10.2 The Secretary & Director General shall cause an assessment of the purchases to be made during a year in advance by the month of January of the previous year. The quotations and tenders shall be invited on the basis of the assessment so made stipulating the schedule of delivery of the materials to be ordered for during the year.
- 10.3 Powers to sanction purchases or to award contracts within the limits of the approved budget and subject to internal audit (Ref. Para 7.2) shall be as under :
- 10.3.1 Single purchase or to award contracts of less than **Rs.25,000/-**.
 Recommending authority – Head of the Department not below the rank of Deputy Director against a minimum of three quotations.
 Sanctioning authority – Secretary & Director General.
- 10.3.2 Single purchase or to award contracts above **Rs.25,000/-** and up to **Rs.50,000/-**.
 Recommending authority – Committee of Deputy Directors against enquiry to be sent to a minimum of five empanelled manufacturers/suppliers/contractors with minimum of three sealed tenders received.
 Sanctioning authority – Secretary & Director General,



- 10.3.3 Single purchase above **Rs.50,000/-** and up to **Rs.5,00,000/-**.
 Recommending authority – Committee of Deputy Directors through Secretary & Director General against enquiry to be sent to a minimum of five empanelled suppliers/manufacturers/contractors with minimum of three sealed tenders received. The empanelled suppliers' list should be updated once a year.
 Approving authority – SDG along with local FC Member.
- 10.3.4 Single purchase above **Rs.5,00,000/-**.
 Recommending authority – Committee of Deputy Directors through Secretary & Director General against two part tenders [technical and commercial] to be advertised in one national daily, in addition to the enquiries to be sent to a minimum of five manufacturers/authorised dealers with minimum of three sealed tenders received. [Advertisement in the newspaper should be brief asking the interested parties to look up in the Institutions website for detailed information].
 Approving authority – Finance Committee.
- 10.3.5 **Cash purchases of value not exceeding Rs.5,000/-** may be made directly without receiving any quotations with a limit of Rs.1,00,000/- per item in course of a Financial year.
- 10.3.6 The Engineering Information Services Committee shall be responsible and authorized for **selection and purchase of books, periodicals** etc. at usual discounted prices.
- 10.3.7 Purchase of all items of **capital nature** for value exceeding Rs.2,00,000/- and within the budgetary limit and as per details annexed to the budget.
 Recommending Authority – Secretary & Director General assisted by the Committee of Deputy Directors.
 Approving authority – Finance Committee.
- 10.3.8 All items of purchase/contracts requiring specialised knowledge/skill shall be against specifications / estimates / tender document prepared under supervision of a Corporate Member having the required knowledge who shall also be associated in evaluation of the tenders and recommendation.
- 10.3.9 The **Committee of Deputy Directors (Codd)** shall comprise all Deputy Directors at the Headquarters with one of the Deputy Director as may be nominated by the Secretary & Director General as the Chairman.
Minimum 3 designated members of Codd shall form quorum for any Codd meeting. The Committee shall also coordinate all aspects of supply, stocks and utilization of the purchases / contracts. Codd should comprise only of Deputy Directors. Others may be invited as required.



- 10.3.10 Notice of purchase of all items for which quotations/tenders are invited shall be placed on the notice boards.
- 10.3.11 **Opening of Quotations**
The Committee of Deputy Directors shall inspect all sealed covers received and open those covers found to be in order for orders of expected value Rs.50,000/- and above. The Members of the Committee shall initial all pages of the quotation/tender and the prices quoted.
- 10.3.12 The quotations shall then be tabulated in the form of a comparative statement by Officer [Stores & Purchase] * for evaluation by the CODD prior to making recommendations to the Secretary & Director General putting the signature of all members of CODD on the comparative statement and the recommendation.
- 10.3.13 Reasons for recommending acceptance of the offer other than the lowest one shall be recorded in writing. Justification and detailed notes shall also be recorded in writing by the Committee in case of order against a single tender/quotation is unavoidable. However, any single quotation received after extension of due date, CODD will take approval of Secretary & Director General to open the single quotation as a special case.
- 10.3.14 Secretary & Director General authorised to open the two quotations as a special case and the work order should be given to the L1 vendor.
- 10.3.15 The contract may be extended with the same terms, conditions and rate for a further period of one year for two occasions (i.e extension of two years), if the vendor agrees. The items which are highly technical and proprietary in nature may be renewed at the existing or higher rate if item / service are being provided from the Original Equipment Manufacturer (OEM).
- 11.0 **PRINTING OF QUESTION PAPERS**
- 11.1 Tenders for printing of question papers and answer books including supply of paper, packaging and all other allied works shall be invited by the Deputy Director [EE&A] and he/she shall place all tenders received by him/her to the Committee of Deputy Directors without disclosing the identity of the tenderers.
- 11.2 After scrutiny of the tenders and as may be finally approved by the Secretary & Director General, the Deputy Director [EE&A] himself/herself shall issue the work/purchase order.
- 12.0 **PRINTING OF PUBLICATIONS**
- 12.1 The Deputy Director [Technical] shall be responsible and accountable to ensure correct quantity and quality of paper supplied, used by the printer for the work of the Institution, and balance left with him. He may delegate this work to one or more Officers with prior approval of the Secretary & Director General. Such delegation shall be covered by an office order, which shall also specify the procedure to be adopted. Notwithstanding anything stated above or elsewhere, no payment shall be made unless the Deputy Director [Technical] certifies after being satisfied with the printing



work carried out, the quantity and quality of paper used etc.

- 12.2 The bills of the printers shall be recommended for payment by the Deputy Director [Technical] after receiving back all photographs and floppies provided to the printers and also the films made for printing.

13.0 **PURCHASE ORDERS**

- 13.1 Purchase Order of value up to Rs.20,000/- shall be signed by the Officer [Stores & Purchase* / Superintendent [Stores & Purchase]. In his absence, the Purchase Order shall be signed by Assistant Director/ Deputy Director (IT & Administration). Purchase Order of value exceeding Rs.20,000/- shall be signed by Deputy Director (IT & Administration). Orders for printing publications shall be signed by Deputy Director[Technical]
- 13.2 Revision of any nature in the Purchase Order must be duly authorized in writing by the Secretary & Director General.

14.0 **QUALITY ASSURANCE**

- 14.1 Materials not conforming to the specifications contained in the Purchase Order shall be rejected and returned with a Debit Note by Officer [Stores & Purchase]*. CODD will decide the action to be taken to adjust such debit notes.
- 14.2 If the material, not conforming to the specifications, are considered acceptable with or without correction, the reduction in price must be negotiated by the Committee of Deputy Directors and approved by Secretary & Director General. Acceptance from the supplier for such reduction must be obtained and final payment should be released only after adjustment of such reduction.
- 14.3 A supplier, who supplies sub-standard materials or fails to maintain the delivery schedule without assigning acceptable reasons, shall be black-listed for a period as may be decided by the Committee of Deputy Directors. In case the supplier selected to execute the order is unable to perform, the Committee of Deputy Directors will decide for the next party with reasons recorded. However, price be negotiated to that of the original selected supplier or as close as possible. The earnest money deposited by the former one shall be forfeited.

15.0 **PAYMENT BY CASH AGAINST A PURCHASE ORDER**

- 15.1 Cash payment should normally be discouraged. However, sanction in writing must be obtained from the Secretary & Director General when payment in cash is unavoidable. Under no circumstances such payment shall exceed Rs.5,000/-.

16.0 **SPLIT OF PURCHASES/ORDERS**

- 16.1 No work/purchase/contract shall be split/broken in order to bring the same under the competence of a particular sanctioning/approving authority.

17.0 **OFFICE ORDERS**

- 17.1 The Rules contained in paras 10.0 to 16.0 (both inclusive) are intended to serve as minimum requirements. The Secretary & Director General may issue Office Orders for further regulation and control and lay down detailed procedures with the approval of the Finance Committee.



17.2 The Council at its 720th meeting held on 26-27 March 2023 decided that Superintendent [Despatch & Receiving Cell] will temporarily look after the work of Officer (Stores & Purchase), without any extra financial remuneration and will have the necessary powers under Financial Norms clause no:10.3.12, 13.1 and 14.1 for this temporary period.

18.0 **TRAVELLING ALLOWANCE / DAILY ALLOWANCE RULES**

18.1 **TA for AITC / AISC Members**

Reimbursement of the travel expenses for attending Meeting of AITC and AISC by the members other than Members of the Council, shall be as follows :

- | | | |
|--------|---|--|
| 18.1.1 | Advisers of Engineering College Students Chapter/ Polytechnic Students Chapter | AC 1 st Class |
| 18.1.2 | Conveners / Chairman of Engineering College Students Chapter and Honorary Secretaries of Technicians Chapters | AC-3 tier by the shortest route (if no AC-3 tier is available AC-2 tier) |
| 18.1.3 | Young Engineers Award Recipients | AC-3 tier by the shortest route (if no AC-3 tier is available AC-2 tier), In addition, the Host Centre will be reimbursed against expenses incurred for providing hospitality to the each Awardees in a reasonable hotel/guest house during the period of National Convention for a maximum duration of two nights and three days (not exceeding Rs.7500/-) on production of actual bills/statements of expenditure. |

18.2 **TA/DA to Members of the Council, Committee and Invitees**

18.2.1 Reimbursement of traveling expenses including conveyance charges shall be admissible to the Members of the Council, Committee and Invitees (if so indicated in the invitation letter) to attend meetings of the Council and other meetings. For attending the Indian Engineering Congress and/or meetings held concurrently with it, no TA/DA shall be paid.

AC 2 Tier train fare (to and fro) and local conveyance shall be reimbursed to the newly elected Chairmen and Honorary Secretaries of the State and Local Centres for attending the Interactive Session/meeting, and no DA shall be paid for this meeting.

No DA shall be paid to the Council Members, President, Past Presidents for attending Council Meeting, Committee meetings, National Convention & other meetings etc provided all boarding / lodging shall be provided by the Host (IEI HQ/ESCI/Centre/Fora)

18.2.2 TA shall be admissible for travel by air (economy class/ concessional fare) by rail (AC 1st / AC 2nd / AC 3rd etc.) by the shortest route. In case of travel by the longer route, estimated concessional airfare by the shortest route considering



the gap between date of purchase of ticket and actual date of journey will be reimbursed. It is absolutely necessary to present for verification of Internal Audit, the acceptable proof of the travel expenditure incurred, such as air ticket in original indicating the fare paid and boarding pass, rail ticket or photocopy thereof. In case of consolidated coupon ticket and e-booking wherein photocopy of the coupon/ticket and relevant boarding pass in original will suffice.

Members shall try to avail concessional tickets/ non-refundable tickets. In case of cancellation due to change of programme, cancellation charges will be borne by IEI. In other cases the charges will be borne by IEI if the Member does not attend the subject meeting. In case the Member attends the subject meeting after canceling the original ticket, IEI will pay only the cost of the subsequent air ticket. The additional fare for rescheduling of journey, travel from different locations instead of recorded location etc, which are not in consonance with the Financial norms & rules of IEI, the President, IEI is authorized to approve on case to case basis.

- 18.2.3 For journey by road between residence and airport/ railway station and also between place of lodging and place of meeting, conveyance charges shall be reimbursed as actually incurred not exceeding Rs.500/- each way. This will include travel by AC car also.

However in case of Hyderabad, Bangalore, Ghaziabad, Noida, Kolkata and Mumbai reimbursement above Rs.500/- each way would be made on the actual basis supported by Invoice/documentary evidence(s) up to a maximum of Rs.1000/-.

In case of Ghaziabad and Palam Airport reimbursement above Rs.500/- would be made up to a maximum @ Rs.1000/- each way on submission of Invoice/documentary evidence. The limit of Rs.600/- each way will remain same for traveling to Ghaziabad from railway stations at Delhi.

- 18.2.4 Journey by car for long distance shall normally be avoided. In case it is essential to make journey by car reimbursement will be allowed only upto a distance of 300 km. @ Rs.10/- per km. subject to a maximum of Rs.3000/- each way on the basis of self certification.

Actual toll tax paid on the road journey will also be reimbursed subject to submission of the toll tax receipt.

In case a member is availing long distance taxi/ hired car, he will not be allowed to get reimbursement of taxi hire charges again within the city limit on the same journey.

- 18.2.5 In case there is no connecting flight from an intermediate airport within 8 (eight) hours, conveyance charges shall be admissible from the airport to the place of rest and back at actual not exceeding Rs.500/- each way.



18.2.6 All reasonable incidental expenses for purchasing tickets like travel agent's commission, credit card transaction fee will be reimbursed on the basis of documentary evidences. In-flight miscellaneous expenses upto Rs. 150/- each way will be reimbursed only when meals / snacks/ beverages are not provided by the Airlines.

18.3 **Daily Allowance when permissible shall be paid as follows:**

18.3.1 For AITC and AISC : Rs.300/- for each day of meeting unless the Members other than those who are Corporate Members meeting is held concurrently with a meeting of the Council/ Indian Engineering Congress/ Convocation.

18.3.2 For Members of the Council : Rs.1,500/- for each day of meeting unless the meeting is held concurrently with a meeting of the Council/ Indian Engineering Congress/ Convocation, National Convention.

DA will not be paid if hospitality has been provided during meeting of the Council/Indian Engineering Congress/ Convocation, National Convention irrespective of whether the same has been availed or not.

If a Member is required to spend additional night at meeting station for the meeting to avoid intermediate haltages during the journey, DA for one additional day @ Rs.1,500/- shall be admissible. However TA & DA for haltage at intermediate station in such cases would not be admissible.

Council Members will be given free accommodation at IEI Guest House subject to availability for attending meeting of/ for IEI together with DA. @ Rs. 1,500/- per day of meeting.

For calculation of DA, the time of flights/ train will be the time mentioned in the timetable.

DA @ Rs.300/- should not be paid for each day of meeting/ official work to a Council Member / Invitee residing within the city limits of the place in which the meeting is taking place.

DA of Rs.1,500/- be paid to all outstation Council Members on official work even if free



- accommodation has been provided by the centre.
- 18.3.3 For Members of the Council traveling by train/ bus : Upto 6 hrs. Rs.150/-
6 hrs. to 24 hrs Rs.500/-
More than 24 hrs Rs.1,000/-
- 18.3.4 DA for transit halt : In case there is no connecting flight from an intermediate airport within 8 (eight) hours, DA for one day @ Rs.1,500/- shall be admissible.
- In case the period of waiting is between 4 hours to 8 hours, only DA @ Rs.750/- shall be admissible.
- Maximum transit halt permissible will be one day each way.
- Earliest connections in the intermediary stations should be availed. Transit halt will not be allowed if air connection exists at the intermediary station within the period of 4 / 8 hours.
- 18.4 No part of the expenditure including travel or stay shall be reimbursed by State or Local Centre for attending any meeting for which reimbursement is made by the Headquarters.
- 18.5 For the Council members nominated by the Council to the Boards of FORA and ESCI, TA/DA shall be payable by Headquarters as admissible for attending Board Meetings only. However, no TA/DA shall be paid by HQ to the Members for attending Board Meeting of FORA and ESCI w.e.f FY 2023-24 and TA/DA shall be payable by the respective FORA / ESCI from their own resources i.e. not from grant received from IEI-HQ. TA & DA for attending Council Meeting by Chairman/Director of FORA/Organ as Special Invitee shall also be borne by respective FORA/Organ w.e.f FY 2023-2024.
- 18.6 TA/DA shall be admissible to nominated Council Members for attending meetings of INCs. All expenses relating to the activities of INCs of FIB, WFEO and WMC shall be done from the respective earmarked funds.
- 18.7 TA/DA will be paid to the nominees of IEI to various Bodies where IEI has representation for attending various Meetings
- 18.8 TA/DA will be paid to the "INC-WMC Gold Medal" Winners (AC-3 Tier plus DA @ Rs. 300/-) and TA/DA would be recoverable from the interest of the fund.
- 18.9 **TA/DA to President, Past Presidents, President-Elect and Vice Presidents**
- 18.9.1 The Institution will bear all expenses incurred by the President within India for travel by economy class by air or by 1st class AC by rail, transport, stay and entertainment befitting his status, while on official business within India within the limits laid down in the budget. Further, for attending the unpaid Council



Meeting, Annual General Meeting and Engineering Congress, this rule shall be made applicable for both the incoming and retiring Presidents.

In case of reimbursement of the expenditure incurred by the President on accommodation and food, the reimbursement shall be on the basis of supporting bills.

Reasonable expenses of the President are reimbursable at actual and DA @ Rs 1,500/- will be paid for the days of the meeting/official work.

18.9.2 Similar reimbursement shall be made in respect of the travel of the spouse of the President when the spouse is accompanying the President during his travel within India only.

18.9.3 The actual expenditure incurred by Past Presidents, President Elect and Vice Presidents on accommodation and food shall be reimbursed subject to maximum of Rs.3,000/- per day. However, the claim for reimbursement of the expenditure incurred on accommodation and food shall have to be supported by bills/ receipts.

Past Presidents, President Elect, Vice Presidents will get DA @ Rs.1,500/- for the days of the meeting.

18.9.4 The Institution will judiciously hire AC cars for use by the President, Past Presidents, President Elect, Vice Presidents, Chief Executive and visiting dignitaries.

18.10 TA/DA shall be admissible to co-opted members of the Division Board for attending the meetings of the Board/ CATE as admissible to a member of the Council.

18.11 Any claim for payment under these rules shall be reasonable and being compensatory in nature and it is expected that everyone will use discretion and judgment in effecting economy.

18.12 Prepayment audit will apply to all TA and DA bills related to the meetings. The reimbursement will be on the basis of actual fare paid for the travel or the entitlement whichever is less.

18.13 TA and/or DA shall be reimbursed in part or full on certification by the claimant that no part of the same is reimbursable or has been reimbursed from any other source.

19.0 **REIMBURSEMENT OF OTHER EXPENSES**

19.1 The actual and reasonable office expenses incurred by the Vice President shall be reimbursed subject to a limit of Rs.10,000/- per year. The office expenses shall cover the actual expenses incurred for printing of stationery, postage, telephone calls and other secretarial services relating to the office as the Vice President.

19.2 The actual and reasonable office expenses incurred by the Chairman of a Division Board and Interdisciplinary Co-ordination Committee shall be reimbursed subject to a limit of Rs.5,000/- per session and those incurred by the Chairman of All India Technicians' Committee and All India Students' Committee shall be reimbursed subject to a limit of Rs.3,000/- per year. The office expenses shall cover the actual expenses incurred for printing of stationery, postage, telephone calls and other secretarial services relating to the Office as the Chairman.



The actual and reasonable office expenses incurred by a Chairman of a Statutory Committee shall be reimbursed subject to a limit of Rs.5,000/- with the approval of the President.

19.3 The actual and reasonable secretarial expenses incurred by the Consulting Editor shall be reimbursed subject to a limit of Rs.3,000/- per session. The office expenses shall cover the actual expenses incurred for printing of stationery, postage, telephone calls and other secretarial services relating to the Office as the Consulting Editor.

19.4 Honorarium will be paid at the following rates:

- | | | |
|---------------------------------|---|---------------------|
| a) Editor-in-Chief of Journals | : | Rs.5000/- per issue |
| b) Associate Editor of Journals | : | Rs.2500/- per issue |
| c) Reviewers of Paper | : | Rs.500/- per paper |

20.0 **ANNUAL RECURRING GRANT**

Annual Recurring Grant from the Headquarters to the Centres shall be as follows :

20.1 **Basic Grant**

20.1.1 The basic grant shall be worked out as per the table below :

Total Income through Subscription in the preceding year (a) (Rs)			Basic Grant as %age of (a) (Rs)	
	Up to	30,000		100%
30,001	to	60,000	Add	90%
60,001	to	80,000	Add	80%
80,001	to	1,00,000	Add	70%
1,00,001	to	2,00,000	Add	60%
2,00,001	to	above	Add	35%

20.1.2 "Total subscription realized" shall mean the total of annual subscription and the income out of the investment of Life Compounding Fees and Composite Subscription calculated at the average rate of interest the Institution has earned during the preceding year.

20.1.3 In calculating the basic grant payable to a State Centre for a given year, the members of all classes attached to the Local Centres within the geographical boundaries of the State Centre shall not be taken into consideration.

20.2 **Specific Grants**

20.2.1 **Grant for Rent of Hired Building**

The Centres having their office at rented place shall be granted the actual rent paid subject to a maximum of 20% (twenty per cent) of the basic grant excluding electricity and/or water charges, if any, payable by the Centre.

20.2.2 **Grant for Maintenance of Furniture and Equipment**

For maintenance of the furniture and equipment of a Centre, the grant shall be @ 10% of the book value of furniture and equipment at the close of the previous year.



- 20.2.3 **Grant for Maintenance of the Building**
The Centres having their offices at IEI building shall be paid a grant @ Rs.75/- per sq. m. of the total floor area of the building for its maintenance.
- 20.2.4 **Grant for Maintenance of Vacant Plot**
The Centres having vacant plot of IEI shall be paid a grant @ Rs.5/- per sq.m. of the vacant plot subject to a maximum of 50% of the Basic Grant for its maintenance.
- 20.2.5 The total Annual Recurring Grant should be utilized for all the authorized expenses of the Centre e.g. property tax, municipal tax, house rent, electricity expenses, insurance of property, operating expenses, lease rent, repair & maintenance of building / vacant plot / furniture & equipments etc. The Centre shall submit utilization certificate in respect of the total Annual Recurring grant within the Financial year. Any shortfall in the expenditure during the year shall be adjusted with the recurring grant payable in the subsequent year and to be effective w.e.f 01.04.2024.
- 20.2.7 **Special Repairs Grant**
The special repairs grant for undertaking repairs by the Centre for its building shall be considered on case to case basis on recommendation of Land & Buildings Committee and approved by the Finance Committee. Guidelines are contained in point no.28.10.
- 20.2.8 **GRANT TO FORA:**
The amount of Annual Grant payable to each Forum is Rs.2 lakhs. The Annual grant shall be paid in four quarterly instalments and be released at the end of each quarter. ESCI and SQF have already achieved the status of self sustained. The Annual Grant payable to each FORA should be reduced from Rs.2 lakhs to Rs.1 lakh w.e.f FY 2023- 24 and the annual grant payable to each FORA should be zero w.e.f FY 2024-25.
- 20.3 **Additional Grant**
- 20.3.1 The State Centres having Local Centres within their jurisdiction, shall be paid a grant equal to 10% (ten per cent) of the Basic Grant for those Local Centres.
- 20.3.2 An incentive grant equivalent to 15% (fifteen per cent) of the subscription paid by Institutional Members shall be paid to the Centre within the geographical boundaries of which such members are located, if application is routed through that Centre only.



20.4 **Adjustments**

20.4.1 Adjustment shall be made in the Recurring Grant to a Centre in the following manner:

20.4.1.1 An incentive @ 3% of the Basic Grant will be paid to a Centre whose Audited Accounts for a year reach the Headquarters by the cut-off date, subject to a minimum of Rs.500/- and a maximum of Rs.6,000/-

20.4.1.2 In case of delay in submission of Audited Account by a Centre to the Headquarters beyond the date stipulated in the Bye-Laws/Regulations, the grant shall be reduced @ 2% (two per cent) for delay of each month or part thereof.

20.4.1.3 The grant for the 3rd quarter will depend on the actual collection of subscription during the previous year and shall not be released till Audited Accounts and Auditor's Report in the prescribed format are submitted to Headquarters.

20.4.1.4 The centre's which are not conducting any technical activities for the last two years, the recurring grant to be withheld.

20.5 **Norms for entitlement of the Centres for the Manpower Grant.**

20.5.1 The Manpower grant to Centres be paid with effect from 01 April 2024 on the basis of minimum of actual disbursement made by the Centres during the last Financial year towards payment together of All India Cadre Staff as well as contractual / temporary staff etc. engaged by the Centres and employer contribution to PF and ESI, without any restriction of the normative staff structure as laid down in the Financial Norms & Rules of the Institution, or maximum entitlement of 130% as per the Financial Norms & Rules of the Institution.

The maximum ceiling is to be calculated by keeping the principle of 100% manpower grant for senior most incumbent and 50% manpower grant for junior most incumbent.

- 20.5.2
- i) The Centres would be reimbursed manpower grant on the basis of above norms and would be sent to the Centres quarterly.
 - ii) Qualifications of administrative staff (A to E) and lower level unskilled (F) shall be graduate & pass class XII respectively. This requirement shall however not be applicable to those persons who with lower educational qualification are already in employment as on 01.04.2008. New staffs engaged after 01.04.2008 shall be required to possess specified educational qualifications for eligibility of manpower grant.
 - iii) The Centres shall be entitled to receive manpower grant as per norms given in the following table. (Calculated by considering the basic, DA, HRA & Transport Allowances for permanent employees as on 1st April,2024 as per respective level)



Sl. No.	Percentage of Total Strength of Corporate Members attached to the Centre of Total Strength of all Centres	Level of Man-power Grant	Maximum Amount of Entitlement of Manpower Grant per Month					
			X		Y		Z	
			Category of Centre * A1 / A City **	Other City	Category of Centre * A1 / A City **	Other City	Category of Centre * A1 / A City **	Other City
1.	10% and above	A *** 100% 50%	115649	110969	109556	104876	103463	98783
			15008	14715	14198	13905	13388	13095
2.	5% to 9.99%	B *** 100% 50%	92727	88047	87948	83268	83169	78489
			15008	14715	14198	13905	13388	13095
3.	2.50% to 4.99%	C *** 100% 50%	60258	57918	57072	54732	53886	51546
			15008	14715	14198	13905	13388	13095
4.	1.25% to 2.49%	D *** 100% 50%	50524	48184	47896	45556	45268	42928
			15008	14715	14198	13905	13388	13095
5.	250 Members to 1.24%	E *** 100% 50%	38749	36409	36796	34456	34843	32503
			15008	14715	14198	13905	13388	13095
6.	Below 250 Members	F *** 100% 50%	13978	13978	13978	13978	13978	13978
			7048	7048	7048	7048	7048	7048

- * **X Category of Centres**
 - State Centres**
Telangana, Delhi, Gujarat, Karnataka, Maharashtra, Tamil Nadu, West Bengal
 - Local Centres**
Pune
- * **Y Category of Centres**
 - State Centres**
Andhra Pradesh, Assam, Bihar, Chhattisgarh, Jammu & Kashmir, Jharkhand, Kerala, Madhya Pradesh, Odisha, Puducherry, Punjab & Chandigarh, Rajasthan, Uttarakhand, Uttar Pradesh
 - Local Centres**
Agra, Aligarh, Allahabad, Amravati, Asansol, Aurangabad, Bareilly, Belagavi, Bhilai, Bokaro Steel City, Coimbatore, Dhanbad, Dharwad, Durgapur, Erode, Faridabad, Ghaziabad, Gorakhpur, Gwalior, Indore, Jabalpur, Jammu, Jamshedpur, Jodhpur, Kalaburagi, Kanpur, Kochi, Kolhapur, Kollam, Kota, Kozhikode, Ludhiana, Madurai, Mangalore, Meerut, Mysore, Nagpur, Nashik, Rourkela, Salem, Saurashtra, Solapur, South Gujarat, Tiruchirapalli, Trichur, Vadodara, Varanasi, Visakhapatnam, Warangal
- * **Z Category of Centres**
The remaining State and Local Centres which are not covered by "X" or "Y" are classified as "Z" Category of Centres

** **A1 / A City** Telangana State Centre, Bihar State Centre, Coimbatore Local Centre, Delhi State Centre, Ghaziabad Local Centre, Gujarat State Centre, Indore Local Centre, Kanpur Local Centre, Karnataka State Centre, Kochi Local Centre, Kozhikode Local Centre, Maharashtra State Centre, Nagpur Local Centre, Pune Local Centre, Rajasthan State Centre, South Gujarat Local Centre, Tamil Nadu State Centre, Uttar Pradesh State Centre, West Bengal State Centre

where A1/A city category of maximum amount of entitlement under the category of Centers as above would be allowed as manpower grant per month.

Other City The remaining State and Local Centres which are not covered by A1/A city are classified as 'Other City'.

*** **A Level** Senior level executive (similar to Assistant Director) responsible as Executive-in-Charge of the Centre.

B Level An Executive level official (similar to Executive) responsible either to hold the charge of the office of the Centre or to perform such duties as would be assigned by the Chairman/Honorary Secretary of the Center.

C Level An Office-in-Charge (similar to Superintendent) responsible either to hold the charge of the office of the Center or to perform such duties as would be assigned by the



- D Level** Chairman/Honorary Secretary of the Center.
An Office-in-Charge (similar to Assistant, Grade-III) responsible either to hold the charge of the office of the Centre or to perform such duties as would be assigned by the Chairman/Honorary Secretary of the Center.
- E Level** An Office-in-Charge (similar to Assistant, Grade-II/Grade-I) responsible either to hold the charge of the office of the Centre and /or to perform such duties as would be assigned by the Chairman/Honorary Secretary of the Center.
- F Level** The lowest level unskilled personnel.

20.5.4 The staff structure and the entitlement are given under para no.(iii) above is applicable only to the Centres which remains open for 40 hours in a week and have their 'exclusive office premises' which means premises owned by IEI or leased/rented premises or premises allotted by a registered organisation and the Centre concerned has the exclusive right to use such premises as its office premises.

20.5.5 a) Entitlement of the State Center will be calculated on the basis of strength of Corporate Members at State Centres and 50% of the strength of Corporate Members at Local Center(s), if any.

b) Entitlement of the Local Centre will be calculated on the basis of strength of corporate members attached to the Local Centre.

20.5.6 The manpower grant of the Centres shall be revised every alternative year as on 1st April based on reckonable emoluments and entitlement of level of manpower corresponding to reckonable membership strength (Calculated by considering the basic, DA, HRA & Transport Allowances for permanent employees as on 1st April as per the respective level). The next revision will be as on 1st April, 2026.

20.5.7 The Centres which are in receipt of higher manpower grant than the revised entitlement would continue to get higher manpower grant and the excess amount would be adjusted during next revision or change of incumbent as applicable

20.5.8 The optimum expected structure of staff at different Centres, depending upon the reckonable strength of members as on 31 Mar, 2024 is given in the following Normative Staff Structure table :

Sl. No.	% of the strength of Corporate Members	Normative Staff Structure**	Total
1.	10% and above	A-1, B-1, C-1, D-2, E-2, F-1	8
2.	7.77% to 9.99%	B-1, C-1, D-2, E-2, F-1	7
3.	5% to 7.76%	B-1, C-1, D-1, E-2, F-1	6
4.	3.5% to 4.99%	C-1, D-1, E-2, F-1	5
5.	3.11% to 3.49%	C-1, D-1, E-1, F-1	4
6.	2.55% to 3.10%	C-1, D-1, F-1	3
7.	1.27% to 2.54%	D-1, F-1	2
8.	0.78% to 1.26%	E-1, F-1	2
9.	250 to 0.77%	E-1	1



10. Below 250 - -
- 20.5.9 All engagements made by the Centres should be on lump sum consolidated compensation in line with minimum Wages Act notification issued by Government of India as notified from time to time, preferably through manpower agencies/contractors or by individual contract on part-time basis for a period of 11 months. Security arrangements of the centres are recommended to be made by Security Agencies wherever available and in other cases by deployment of casual hands as may be required may be made under due intimation with photograph to the local Police Station.
- 20.5.10 The Centres are suggested to engage incumbents at appropriate lower levels at the initial stage and thereafter enhance the compensation to be paid to the incumbents after a period of 5 years for their career progression. Accordingly, engagement in vacancies may be resorted to at least one or two level below the Normative Staff Structure wherever possible, so that the existing incumbents have their career progression in the ladder of higher level of the Normative Staff Structure, if their contract engagement is renewed.
- 20.5.11 The incumbents engaged by the Centres should be at least Graduates for ministerial and supervisory levels and the incumbents at the lowest levels should have pass Class- XII standard without any upper age bar.
- 20.5.12 The employees in All India Cadres posted at the Centres will have the promotional opportunities in higher levels as per the Normative Staff Structures of the respective Centres for which Headquarters will take needful steps as and when required.
- 20.5.13 The Centres utilizing services of All India Cadre employees will continue to bear expenses of salary and allowances for all such employees. The Headquarters will bear the expenditure of all such All India Cadre employees towards employer's contribution for Provident Fund and other benefits like Medical, LTC, Leave Encashment etc. as per Service Rules.
- 20.5.14 All engagement of manpower need to have approval of the Committee of the concerned Centre as hitherto. All such engagement of manpower are to be informed to Headquarters immediately along with details of qualifications and age (not more than 65 years) of the incumbents for due processing of manpower grant.
- 20.5.15 The All India Cadre employees posted at the Centre shall have the opportunity of promotion to the higher level as per Normative Staff Structure. The Centres, therefore, need to keep adequate scope at the higher entitled level for effecting the promotion while due.
- 20.5.16 The Centres having membership strength of less than 250, and engaging part-time incumbents will be entitled to maximum monthly manpower grant



of Rs.7,048/- or Rs.13,978/- monthly for full time incumbents as man-power grant.

20.5.17 From April 2013, 30% of entitled grant of a centre is to be paid extra over and above normal Manpower grant entitled and is to be paid along with the Manpower grant. This extra 30% is to be paid even if the centre has All India Cadre Staff working in that Centre. (This clause no: 20.5.17 is to be considered only for the purpose of calculation of maximum entitlement of Manpower Grant i.e. 130% [100%+30%] as mentioned in clause no: 20.5.1)

20.5.18 The annual increment shall be given to the temporary staff working at IEI Centres on the basis of their performance and the rate of annual increment shall not exceed 10% of the existing Basic / consolidated pay in the next annual contract, w.e.f 01.04.2023.

20.6 **Basis of Calculation of Centres Manpower Grant:**

20.6.1 Based on the Norms in rule (20.5) above, the calculation shall be as follows:

- | | | |
|----|---|------|
| i | Fixed revised monthly maximum amount of entitlement of Centres from 1 st April, 2024 (130%). [Fixed monthly entitlement shall be revised every alternative year i.e. next on 01.04.2026 as per Para no.(20.5.6) above] | XXXX |
| ii | Actual disbursement made by the Centre during the last Financial year, towards payment together of All India Cadre Staff as well as contractual / temporary staff etc. engaged by the Centres and Employer contribution to PF and ESI, without any restriction of the normative staff structure as laid down in the Financial Norms & Rules of the Institution. | XXXX |

Manpower grant is to be payable to the centre on quarterly basis, (least of the above). XXXX

20.7 The centers will bear all responsibilities of statutory deductions/ records/compliances thereof, before making any payments to their respective incumbents.

20.8 **Grant for Technicians'/Students' Chapter**

20.8.1 The grant for Technicians' Chapter shall be as per the following norms :
Strength of Senior Technician and
Technician Members attached to
the Centre

Amount of Grant	
Up to 1000	@ Rs.5.00 per Members subject to a minimum of Rs.1,500
From 1001 to 3000	Rs.5,000 plus @ Rs.4.00 per Member beyond 1000.
From 3001 to 6000	Rs.13,000 plus @ Rs.3.00 per Member beyond 3000.



- From 6001 and above Rs.22,000 plus @ Rs.2.50 per Member beyond 6000.
- 20.8.2 The grant for the Centres having no library shall be 60% of that stipulated in Rule 20.8.1.
- 20.8.3 In case of Students' Chapter located at Engineering College/ Polytechnics, amount received by the Chapter shall be utilized as follows:
- | | | |
|--------------------------------|---|-----|
| To be paid to the Headquarters | : | 20% |
| For General Expenditure | : | 20% |
| For Technical Activities | : | 60% |
- 20.8.4 In case of a State Centre, the strength of Technicians Members shall be excluding those attached to the Local Centres within its geographical boundaries.
- 20.9 **Norms of Technical Activities at Centres**
- 20.9.1 Every Centre will be expected to organise a minimum number of technical events during each year. The norm in this respect is as follows:
- | <u>Centre</u> | <u>Lecture Meetings</u> | <u>Seminars / Symposia / Workshops/CE Courses</u> |
|--|-------------------------|---|
| Centre having above 1.5% Corporate Members | 20 | 4 (including All India/ National Activities) |
| Centre having 0.5% to 1.5% Corporate Members | 15 | 2 |
| Centre having less than 0.5% but more than 0.25% Corporate Members | 10 | 1 |
| Centre having less than 0.25% Corporate Member | 5 | 1 |
- 20.9.2 If the number of technical events organized by a Centre in a year exceeds the number specified in para 20.9.1, the Centre concerned shall be given an incentive grant at the following scale :
- a) Rs.200/- for each additional lecture meeting.
 - b) Rs.1,000/- for each additional Seminar/Symposia/ Workshop Continuing Education Course.
- 20.9.3 Each Centre is required to submit quarterly report of its technical activities to the Headquarters of the Institution in the prescribed proforma within 30 days from the last day of a quarter and the release of the grant shall be made only on receipt of this report. Manpower grant cannot be withheld by HQ due to non-receipt of technical activity report from the Centre.
- 20.10 **Grant to Centres for Election Expenses**
Grant for holding election is to be paid to all centres @ Rs.17.50 per corporate member attached to the centre for meeting the cost of election. The Election of the various State/Local centres has been conducted through online and the cost towards conducting this election borne by HQ, hence no budget has been kept under grant to centre for election expenses.
- 20.11 The Grant for Best Centre Award shall be Rs.25,000/- each for selected State and Local Centre.



21.0 **GRANT TO STATE/LOCAL CENTRE FOR TECHNICAL PUBLICATIONS**

21.1 Annual Technical Publication Grant shall be as follows :

<u>No. of Corporate Members</u>	<u>Amount of Grant</u>
Up to 4000	Rs.5,000/-
Above 4000	Rs.8,000/-

22.0 **GRANTS TO DIVISIONS**

22.1 The grants to Divisions for conducting all India technical activities (excluding international activities) and National Conventions, shall be as per the norms as follows

22.1.1 **Technical Activity Fund – Division-wise**, to be decided by Chairman CATE based on the actual expenditure in previous year and recommended to President for approval for Division-wise breakup out of the total allocated budget. The relevant input is provided by the Technical Department and recommended to Chairman CATE through SDG.

22.1.2 **National Convention**

Norms for allocation of grants for the National Convention of the Engineering Division Boards

<u>Number of Division Board Members</u>	<u>Grant</u>
Upto 5	1.50 lakhs
6 to 10	1.75 lakhs
11 to 15	2.00 lakhs
16 to 20	2.25 lakhs
More than 20	3.00 lakhs

25% of grant will be released on receipt of information Brochure. 50% will be released during the convention and 25% will be earmarked as Chairman's Discretionary Fund.

The Chairman's Discretionary Fund will be released to the Host Centre after completion of the Convention and after deduction of the expenses incurred by the IEI HQ for the Convention (e.g. preparation of plaques for Speaker of Memorial Lecture and Eminent Engineers etc.) and conformation of necessary formalities.

22.1.3 **Grants for One-Day Seminar/Workshop (One Day Activity)**

Grant from the Division Board to be provided to the host Centre @Rs.30,000/- per activity.

22.1.4 **Grants for All India Seminar/ Conference / Workshop / National Conference (Minimum Duration 02 days)**

Grant from the Division Board – for Two-Day activity, Rs.50,000/- in two equal instalments is available. On receipt of printed information brochure, Rs.25,000/- will be released and the rest on fulfillment of all the procedures as per Guidelines like submission of detailed Report, Recommendations, Photographs and Proceedings.

22.1.5 **Grant for Workshop on Disaster Mitigation & National Building Code**

Grant from the Civil Engineering Division Board to be provided to the host Centre @ Rs.20,000/- per activity [grant is released based on the report and photograph].



22.2 Grant for technical activity not held by end of the financial year namely 31st March, shall lapse and shall not be carried forward. If any part of grant is already released for the activity to be held in the current financial year, but not held, shall be recovered after adjustment of reasonable secretarial expenses.

23.0 **GRANT FOR INDIAN ENGINEERING CONGRESS**

23.1 The amount of grant shall be **Rs.27,50,000/-** [Rupees twenty seven lakhs, fifty thousand only].

23.2 The Headquarters shall bear expenses for printing the brochure, advertisement released by the Headquarters announcing the Congress, if any, expenditure incurred in connection with printing of memorial lectures, brochure related to "Glimpses of Engineering Personalities", TA/DA and honorarium paid to the Speakers and Engineering Personalities and cost of mementos given to them.

The Host Centre will bear all expenses towards reasonably good accommodation, food and local transport to the President, President-elect, Chief Guests, Special Invitees & Guests of Headquarters, Speakers of the Memorial Lectures, Foreign Delegates and Headquarter Officials.

23.3 Out of the amount of grant a sum of Rs.3,00,000/- shall be released six months prior to the Congress, Rs.7,00,000/- two months prior to the Congress subject to satisfactory progress of the preparation of the Congress and the balance during the Congress.

23.4 The Centre hosting Indian Engineering Congress and not submitting the Audited Accounts pertaining to the Congress within 6 (six) months from the date of conclusion of the Congress shall be liable to a reduction of grant @ 1% of total income of the Congress excluding the amount of grant to be deducted from the Annual Grant to that Centre.

23.5 Surplus, if any, will be retained by the host Centre and deficit, if any, will be borne by the host Centre.

23.6 If the host Centre fails to conduct the Congress no grant shall be payable and advance towards the grant paid shall be adjusted against the annual grant to that Centre. If the Centre hosts only the Annual General Meeting and the meeting of the Council but not the Congress as directed by the Headquarters, a grant of only Rs.1,00,000/- shall be payable to the host Centre for providing the facilities as described in para 23.2.

24.0 **GRANT FOR COUNCIL MEETING**

24.1 The grant for hosting other Council Meetings not held with the Congress shall be **Rs.16,00,000/-** [Rupees sixteen lakhs only] which shall be released in advance.

The grant for hosting Council Meeting at ESCI should be restricted to Rs.10 lakhs or actual expenditure incurred whichever is lower due to the availability of infrastructure at ESCI and present financial health of the Institution.



24.2 The host Centre shall provide reasonable hospitality including good accommodation, food and local transport to the President, Past Presidents, Vice Presidents, Council Members, co-opted Council Members (for attending Council meeting only), Members co-opted to the Division Board (for attending Division Board meeting only). The host Centre will provide similar hospitality to invitees who are not members of the Council or co-opted to the Council or Permanent invitees to the Council only for the day(s) of the meeting for which they are invited.

Any expenditure on hospitality of any other person or Headquarter officials in excess of sixteen persons will be borne by the Headquarters.

25.0 **GRANT FOR IEI CONVOCATION**

25.1 The grant to a Centre for hosting IEI Convocation shall be **Rs.4,00,000/-** [Rupees four lakh only] and HQ expenses for convocation **Rs.1,00,000/-**.

25.2 The Headquarters shall bear expenses of printing the brochure, advertisement for the event, if any.

25.3 The Host Centre shall bear all local expenses towards hospitality, transport and accommodation for the President, Chairmen and Members of AISC and AITC, Headquarters Officials, Chief Guest and Special Guests.

26.0 **GRANT FOR JUBILEE CELEBRATIONS OF CENTRES**

26.1 The grant for the Jubilee Celebrations of Centres shall be as per the following norms and all such Jubilee Grants shall be released on receipt of specific request from the Centre with detailed programme of such celebrations.

	State Centres (Rs.)	Local Centres having 500 or more Corporate Members (Rs.)	Local Centres having less than 500 Corporate Members (Rs.)
	-----	-----	-----
Silver Jubilee	40,000	30,000	20,000
Golden Jubilee	50,000	40,000	30,000
Diamond Jubilee	75,000	50,000	40,000
Platinum Jubilee	1,50,000	1,00,000	60,000

27.0 **ADVANCE TO STATE AND LOCAL CENTRE FOR INTERNATIONAL CONFERENCES**

27.1 The Centre holding an international event shall submit estimates of income and expenditure prior to release of the seed money, the quantum of which shall be decided by the Council on the recommendation of the Finance Committee. This estimate shall indicate all anticipated income and expenditure including any expenses to be incurred by the Centre for development of the infrastructure at the Centre related to the event.

27.2 The Centre shall have the accounts pertaining to the events audited at the end of a year and include the same in the audited accounts of the Centre and also have the final accounts of the events audited.



- 27.3 The Centre shall return the entire amount of the seed money received from the Headquarters and transfer an amount equivalent to 50% of the net surplus generated (excluding the amount of seed money) to the Headquarters along with the final audited accounts for the event within 6 (six) months from the date of conclusion of the event. The final accounts shall also be included in the audited accounts of the Centre.
- 27.4 In case of failure on the part of the Centre to refund the amount of seed money and 50% of the net surplus to the Headquarters, the amount shall be deducted from the recurring grant payable to the Centre in one or more installments as may be decided by the Finance Committee.
- 28.0 **BUILDING GRANT**
- 28.1 The building grants are made from the Budget provision under the head of Capital Expenditure out of the Capital Receipts as per the provision of the Bye-Laws. Building grant to a Centre shall, therefore, be for purchase of land or lease of land which can be considered as capital asset, new construction, addition to existing building etc.
- 28.2 The Committee appointed for the purpose shall satisfy itself about the criteria before making its recommendation to the Finance Committee. Such criteria shall include among others :
- 28.2.1 If the grant is for a purpose as permissible within the guidelines.
- 28.2.2 If the procurement of the land or building construction has been approved by the Council.
- 28.2.3 If the Secretary & Director General has executed the deed of lease or conveyance or agreement for the land and the land is in the possession of the Institution and the lease is alive.
- 28.2.4 If the grant to be sanctioned is towards reimbursement of expenditure already incurred.
- 28.3 The amount of grant shall be released only after being satisfied that the amount is being reimbursed against genuine capital expenditure already incurred. The grant for purchase or long lease (30 years or longer) of land shall be released only after execution of agreement with the owner of the land.
- 28.4 The grant shall be used for capital expenditure and additions to the assets only.
- 28.5 The Centres shall submit the proposal in the prescribed form to the Council for prior approval of proposals for purchase or long term lease of land, construction of new building, addition to existing building by the last date of January of the year preceding the year in which the release of the grant is desired.
- In approving the proposal Finance Committee and Council shall take into consideration, the membership strength of the Centre, quantum of technical activities, availability of land, the budget for the project and the funds raised by the Centre on its own and also the guidelines prescribed under Rule 28.7.



All such proposal of acquisitions / construction/ building grants be approved by FC as and when they are made and on approval, LBC may consider allocation of funds as and if eligible.

28.6 The Finance Department shall review all cases of grants released in the previous years and take appropriate action for recovery in case of defaults.

28.7 The Centre, which did not receive any Building grant for a period of last three years, shall be given preference over others while allocation of grants are made, subject to satisfying other conditions.

28.8 **Guidelines for Buildings**

28.8.1 On the basis of membership strength, Centres are classified into the following categories :

Category – A	Centres with strength of Corporate members exceeding 4000.
Category – B	Centres with Corporate membership strength between 2501 & 4000.
Category – C	Centres with Corporate membership strength between 501 & 2500
Category – D	Centres with Corporate membership strength upto 500.

28.8.2 Based on the table in Rule 29.8.1, the extent of covered area of the building shall be as follows :

	A <u>Not Exceeding</u> (sq.m.)	B <u>Not Exceeding</u> (sq.m.)	C <u>Not Exceeding</u> (sq.m.)	D <u>Not Exceeding</u> (sq.m.)
Office	300	270	200	150
Lecture Hall	150	100	80	70
Library	200	130	100	100
Space for Technicians & Students activities	150	100	70	30
Auditorium	400	330	250	-
Retiring Room	300	270	200	100
Total	1500	1200	900	450

Note : These areas shall include toilets, stairs, corridors, foyers etc. The construction will be planned in such a manner that extension to the building is feasible to cater to the future growth of the Centre.

28.8.3 The Council may permit larger areas under special circumstances. The reasons for permitting extra construction over and above norms of 28.8.2 must be clearly and compulsorily be recorded by the approving authority. However, the grant shall be limited on the basis of the areas as given in 28.8.2.



28.8.4 The Centre shall bear in mind that any building constructed with or without any grant from the Headquarters is the property vested in the Institution and as such no action in this regard shall be initiated without prior approval of the Council.

28.8.5 The Centre undertaking any construction activity shall keep the Headquarters informed about its progress. It shall also furnish information on the financial position (including liabilities if any) irrespective of whether or not the Centre is recipient of any grant from the Headquarters for this purpose.

Centres shall ensure that the copies of all documents such as (i) lease agreement/title deed/conveyance for the land and (ii) building plans approved by the Local Municipal Authority are deposited at the Headquarters before taking up the construction activity. The original documents including completion certificate shall be deposited on completion of the project.

28.8.6 Contract for any construction activity shall be covered by an appropriate agreement in writing.

28.9 **Funds for Construction of Buildings**

28.9.1 The funds for any building activity shall be primarily met from :

28.9.1.1 Own resources of the Centre

28.9.1.2 Contribution/Donation from members attached to the Centre, industries, government departments, etc.

28.9.1.3 In case of a shortfall, the Centre may approach the Headquarters for a grant by furnishing requisite information [Ref clause 28.5].

28.9.2 Under no circumstances, building activity shall be undertaken by any Centre in anticipation of grants from Headquarters for meeting any shortfall.

28.9.3 A Centre, seeking grant, should furnish a statement in the specified format to help the Finance Committee to consider allocation of funds.

28.9.4 The agreement for lease or purchase of land and the conveyance shall always be executed by the Secretary & Director General. The documents not required to be registered shall be signed by him in the headquarters.

28.9.5 The Centre receiving the grant shall submit along with the Annual Accounts of the Centre for that financial year, an utilisation certificate to the effect that the amount of grant has been utilised for the purpose and capitalised.



28.10 **Guidelines for sanction of financial assistance for major repairs to Centre Buildings**

- 28.10.1 The Centre should send detailed proposal and estimate of major repairs to be carried out.
- 28.10.2 A minimum of 50% of the total expenditure has to be borne by the Centre.
- 28.10.3 A maximum of 50% of the total expenditure to be given as grant.
- 28.10.4 The release of Grant for Special repair / Major repair should be considered in a block of 5 years.
- 28.10.5 If the fund is available at the Centre, the fund should be utilized before applying for any grant. The submission of proper utilization certificate (work order, invoice, photographs etc) of earlier grants is mandatory by the Centre to ensure the expenditures has been done and has not resulted in any surplus accruing to the centre.
- 28.10.6 The Centres should include the authentic estimates with detailed break-up supported by quotations, approval of the Centre committee etc.
- 28.10.7 The status of the Membership Growth of the Centre must be mentioned by the HQ in each Proposal.
- 28.10.8 The Grant is to be released only after receipt of Utilization Certificate from the centre towards utilization of matching amount (minimum 50%) from their own resources.

28.11 **Guidelines for financing Buildings/Plots of Centres from Revenue Budget**

- 28.11.1 The support to the Centres for building construction should primarily be funded through Capital Budget and considered by Land and Building Committee.
- 28.11.2 In exceptional cases, in order to tide our temporary shortage of funds, such support can be extended from Revenue Budget under the following conditions:
- 28.11.2.1 The building proposal should conform to the Building Norms. FC must ascertain if the working of the Centre is normal and there are no outstanding loans/advances due from the centre.
- 28.11.2.2 The amount to be advanced by HQ should be only in the form of interest free refundable advance.
- 28.11.2.3 It must be ensured that the Centres has in fixed deposits/bank accounts the amount needed to complete the project over and



above the HQ Advance.

- 28.11.2.4 HQ Advance should be refundable in not more than five (5) years.
- 28.11.2.5 The amount of advance shall not exceed five times of 50% of the annual grant at the time of sanction of the advance. While sanctioning the advanced amount, the amount already sanctioned, if any by the Building Committee against the project should be taken into consideration and deducted from the proposed advance.
- 28.11.2.6 FC should make provision in the budget depending on the financial position each year for such advances.
- 28.11.3 28.11.3.1 Disbursement of the amount sanctioned as interest free advance to a particular Centre will be monitored by the headquarter in the following manner.
- 28.11.3.2 A separate bank account has to be opened by the Centre in a scheduled bank which will be regularly monitored by headquarter.
- 28.11.3.3 The amount will be disbursed in suitable installments by headquarter. Each Installment will be deposited in the bank account opened for the purpose. A matching amount will have to be deposited by the state/local centre in the same bank account after which the withdrawal for the expenditure could commence.
- 28.11.3.4 All expenditure of construction will be made from the same bank account. Once the installment disbursed and deposited into the bank has been fully utilized, a utilization certificate will be provided and thereafter the next installment will be released and deposited into the bank account opened for this purpose. The progress will be reviewed by FC every quarter before release of the next installment.
- 28.11.3.5 If repayment is not made according to the repayment schedule, necessary steps will be taken by HQ and adjustments from yearly recurring and other grants payable to the centre will be made.
- 28.11.3.6 The amount specified in the repayment schedule is the minimum amount repayable by the Centre. After repayment starts if the centre has sufficient resources and the financial condition is sound they may pay higher amounts at an early date.

**28.12 Norms for sanction of Grant for Projects under the head Non-conventional Energy and Rain Water Harvesting**

- 28.12.1 The State/Local Centres requesting for grant for projects under the head Non-conventional Energy and Rain Water Harvesting have to apply to the specified authorities under Central/State Governments for getting subsidy.
- 28.12.2 After sanction of the subsidy the Centres should apply to the HQ for getting financial grant with the copy of the sanction papers.
- 28.12.3 A maximum of 50% of the difference between the project cost and the subsidy obtained will be paid as grant.
- 28.12.4 Balance of the difference has to be spent by the State/Local Centre.
- 28.12.5 The grant is to be kept as separate earmarked fund.
- 28.12.6 The grant is to be spent within a year from the receipt of grant from HQ.
- 28.12.7 If the amount is not spent within the period, the grant is to be refunded to HQ.
- 28.12.8 If the unspent amount is not refunded the amount would be deduced from the Recurring Grant of the Centre.

28.13 Norms for use of Buildings

- 28.13.1 The buildings of the Institution are constructed primarily for use of technical activities, rendering services to members, maintaining offices and libraries of the Institution.
- 28.13.2 Usage, not being casual in nature, by organization not connected with the Institution shall require prior approval of the Finance Committee of the Council. The Finance Committee, while considering the proposal shall take into consideration the nature of usage, the quantum of areas allowed to be used and the likely duration of such usage for according sanction. Such usage agreement must be co-signed by the Secretary & Director General on behalf of the Institution.
- 28.13.3 Subject to the conditions of the lease of the land and those of the Local Body sanctioning the building plans etc., likeminded, professional, International Service Organizations, educational institutions, industries; industry and business associations etc. may be permitted to use the premises of the Institution on casual basis at the discretion of the Committee of the Centre on payment of usage charges. The purpose of such usage may be technical activities, meetings and other related functions etc.



- 28.13.4 The premises shall not be used for political activities, religious or for purposes likely to adversely affect the image and the prestige of the Institution.
- 28.13.5 In all cases of usage, except for the activities of the Institution, prior approval of the Committee of the Centre shall be necessary. If the use by outside parties is for more than four (4) weeks prior approval of the Centre Committee and Secretary & Director General will be needed.
- 28.13.6 The Centre must not enter into any hire, sub lease or usage agreement with any outside party which is contrary to the terms of lease/ usage/ hire agreement of the State/ Local Centre.
- 28.13.7 The responsibility of maintaining the building including payment of property tax and timely action for renewal of the lease /usage agreement lies with the Centre Committee. In this respect they can take the help and guidance of the Head Quarters wherever applicable.
- 28.13.8 The centre should keep the Secretary & Director General Informed about any problem relating to the building, lease / usage agreement, enhancement of taxes, imposition of new taxes, levies, acquisition etc.
- 28.13.9 Earnings of the IEI Homes should be utilized for renovation, maintenance of Centre's building and improvement of other facilities of the Guest House, so that better service can be rendered towards Members and Centre becomes revenue generating and self-sufficient.

29.0 **INTERNATIONAL ACTIVITIES**

- 29.1 The budget of the Institution shall have separate provisions for activities pertaining to its membership of various international bodies like WMC, FIB, WFEO, FEISCA, FEIAP etc.
- 29.2 All expenditure related to these activities including travel etc. in connection with participation or the representation of the Institution in the meetings of those bodies shall be incurred within the budgetary provision. In case of any expenditure required to be incurred beyond the budgetary provisions, approval of the Council shall be taken through the Finance Committee.
- 29.3 The guidelines for nomination of delegate to the meetings of the bodies held outside India shall be as follows keeping in view the necessity and adequacy of the representation and visibility of IEI. The President shall constitute the delegation keeping a view the guiding principles described herein below :
- | | | |
|--------|--|--|
| 29.3.1 | For the Executive Committee/ Executive Council Meetings of international bodies, where IEI is a constituent member | The President as leader of the delegation along with the members of IEI represented on the concerned international bodies. |
| 29.3.2 | For General Assembly meetings of various international bodies of | The President as leader of the delegation along with the members of |



- | | | |
|--------|--|--|
| | which IEI is a constituent member | IEI represented on the concerned international bodies plus additional members as the President may consider appropriate. |
| 29.3.3 | Overseas Chapter of the Institution | The President or a Council Member as his nominee and Secretary and Director General. |
| 29.3.4 | Any Other Meeting | President along with other members as deemed appropriate and adequate |
| 29.3.5 | The author of the best one of the accepted papers to be presented in the Annual Convention / General Assembly / Congress organized by the country with which IEI has MoU / Agreement shall be paid a lump sum of Rs.15,000/- only by IEI as incentive. Immediately on receipt of the call for papers from the concerned country, it will be exhibited on IEI website duly inviting the text of the paper to be sent directly to the concerned country with copy (hard and soft) to IEI HQ. | |
- 29.4 The Institution shall bear the expenses which may be incurred by the members of the delegation towards their travel by air by economy class unless the host country or the international body reimburses the same. The DA for stay abroad shall be paid to a delegate for the number of days of meeting attended by him plus one additional day. DA shall be admissible @ US \$ 200 on submission of proof of hotel accommodation per day. If the host country provides local hospitality including transport and boarding, the total DA of US \$ 100 shall be admissible for the entire period of the stay.
- 29.5 Delegates will be entitled to allowances as per clause 18.2.5, 18.2.6 and 18.3.4 of Financial Norms & Rules for inland travel before and after foreign travel, but will not be paid any allowance for their any travel by surface/air outside India.
- 29.5.1 In case the tariff of the hotel required to be used by the delegate, due to strategic reasons, to serve the best interests of the Institution, is more than US \$ 100 per day, the hotel tariff shall be payable at actual and DA @ US \$ 100 only per day for applicable days shall be admissible as specified in clause 29.4.
- 29.5.2 DA @ US \$ 100 per day would also be admissible where hotel accommodation without boarding is provided by the host or where the delegate makes his own arrangement of lodging.
- 29.5.3 The necessity and justification of using costly hotel accommodation will be examined on case-to-case basis. The guiding principle shall be that total expenditure for hotel accommodation and DA shall be within a ceiling of US \$ 300 per day per delegate.



- 29.6 The leader of the delegation may incur additional expenditure for entertaining the guests to serve the interest of the Institution in exceptional circumstances.
- 29.7 The surplus generated while organizing international activities and the fund already available on account thereof, shall be kept in an earmarked fund as corpus. The said corpus amount would be invested and the interest accrued there from would be spent on the visits of the delegates to attend international conferences and international meetings. Expenditure on all foreign travels would be kept within the estimated interest earned during the year on the opening balances of the earmarked funds.
- 29.8 Subscription to the International bodies will be charged to the revenue account of IEI for the year.
- 29.9 Members of the delegation collectively or the leader of the delegation shall make a report on their return, highlighting the tangible outcome of the visit.
- 29.10 In case the travel or other expenditure incurred by the delegation or a member of the delegation is reimbursed in part or full by the host country or if such expenditure are borne by the host country in full, the member of the delegation shall deposit the amount so received by him with the Institution or intimate the Finance Department about the expenditure being borne by the host country for necessary adjustment in the foreign exchange advanced to him.
- 29.11 The delegate shall return the amount of DA in respect of days of short stay, if any.
- 29.12 **Fund received from an International Body**
- 29.12.1 In case a representative of the Institution receives any fund from an international body for incurring expenditure for any work on behalf of the international body, the entire fund shall be either received in the name of specific account of the Institution opened with a bank for the purpose or, if received otherwise, shall be transferred to the said account.
- The Institution shall hold such fund in its custody as a designated one and shall release any part of it upon advice/direction of the said representative supported by the documents related to the requirement taking into consideration the rules of the Institution and of the international body in this regard.
- 29.12.2 The Finance Department shall keep a separate account of such fund updated and send a statement to the said representative under intimation to the Finance Committee.
- 29.12.3 The money so held or any part thereof may be invested by IEI for short term in consultation with and concurrence of the said representative.



- 30.0 **Guidelines for nomination of IEI's representatives in external bodies**
- 30.1 Nomination should be made on the basis of the requirement of the nature of work and the nominee should be a knowledgeable person in that particular field. The nomination need not restrict to Council or former Council members only. The nominee, however, should be Corporate Member of the Institution.
- 30.2 The nomination of IEI representative should preferably be from local area of the body, if available, and fulfills the criteria.
- 30.3 The nominee should attend all the meeting of the concerned organization. In case, of difficulty to attend the meeting, he must inform the organization and H.Q. well in advance. He should also inform alternate member where IEI's principal and alternate nominees exist.
- 30.4 After attending the meeting, the nominated member should submit report to H.Q. along with a copy of the minutes of the meeting when received.
- 30.5 TA/DA for the outstation members would be admissible as applicable to Council Members if not paid by the organization.



SECTION – II

NORMS & RULES FOR THE STATE/ LOCAL CENTRES

1.0 GENERAL

- 1.1 These Norms and Rules, as approved by the Council at the various meeting are prescribed pursuant to the provision of the Bye-Laws and Regulations of the Council. Provided that in case of any inconsistency between these norms and rules and the provisions of the Bye-Laws and Regulations of the Council, the latter shall prevail.

2.0 ADMINISTRATION, RESPONSIBILITY AND ACCOUNTABILITY

- 2.1 The Honorary Secretary of the State Centre/ Local Centre shall remain vested with the overall responsibilities in matters pertaining to the accounts and finances of the Institution and for this purpose shall act strictly in terms of the provisions of the Bye-Laws and the Regulations of the IEI and these Norms and Rules, decisions and directions of the State/Local Centre Committee issued from time to time and the laws of the land.
- 2.2 The Honorary Secretary shall be responsible for –
- 2.2.1 Maintenance of proper books of accounts and other records pertaining to the finances of the Institution, preparation of Annual Accounts of the Centre and sending the same to Head Quarters within the stipulated time.
 - 2.2.2 Providing information required by the Centre Finance Sub-Committee and the State/Local Centre Committee,
 - 2.2.3 Compliance with statutory obligations including those of income tax, sales tax, service tax foreign exchange regulations, other Government and statutory bodies, Bye-Laws and Regulations, Service Rules for Employees of the Institution and comply with the directions of the Centre Finance Sub-Committee and the State / Local Centre Committee.
 - 2.2.4 Preparation of draft budget, implementation of budgetary controls, exercise of proper accounting control.
 - 2.2.5 Having Internal and statutory audits carried out,

3.0 ACCOUNTING POLICIES AND PRACTICE

- 3.1 Accounting Convention: The financial statements shall be drawn on the basis of historical cost convention and on the basis of going concern and to be prepared in accordance with the Generally Accepted Accounting Principles (GAAP) and applicable Accounting Standards issued by the Institute of Chartered Accountants of India and should be on accrual basis unless otherwise stated.



- 3.2 **Fixed Assets** of the Institution shall be shown at cost of acquisition, which shall include all related direct expenditure incurred on acquisition. Value of the asset shall be increased during its existence, if any, addition/alteration involving expenditure is made.
- 3.3 **Depreciation** on Fixed Assets shall be calculated by IEI HQ and adjusted in its final accounts.
- 3.4 Investments shall be stated in the accounts at cost and **Short Term Investments** shall mean the fixed deposits with banks for a period not exceeding one year. Long term investments are valued at cost, less provision for permanent diminution, if any, in value of such investment.
- 3.5 Inventories shall be valued at lower of cost and net realizable values determined under the First-in-First-out method. Fixed Asset Register is to be maintained as per the format circulated by IEI HQ and annual physical verification should carried out and the discrepancy if any should be resolved and placed before the State/Local Centre Committee.

4.0 **INCOME OF A CENTRE**

- 4.1 The income of a Centre of the Institution shall comprise the following :
- 4.1.1 Grant from the Head Quarters.
- 4.1.2 Reimbursement of salaries of the employees placed at the Centres.
- 4.1.3 Grant for technical activities viz., Indian Engineering Congress, Convocation, National Convention, other technical activities, publication of Annual Volume and for hosting a meeting of the Council, surplus generated by these activities.
- 4.1.4 Grant for purchase of land and/or construction/major repairs of buildings.
- 4.1.5 Reimbursement of expenditure in connection with conducting the Institution examinations.
- 4.1.6 Any special grant like a portion of fee of Institutional member etc.
- 4.1.7 Maintenance charges for guest rooms, halls, equipment etc.
- 4.1.8 Any other charges for rendering authorized services to outsiders, like guidance classes, training, etc.
- 4.1.9 Charges for publication of advertisements in any publication of the Centre.
- 4.1.10 Donation from members or non-members.
- 4.1.11 Interest accruing out of investments made by the Centre.
- 4.2 The amount of the grants from the Head Quarters as enumerated is not sufficient to cover the entire expenditure to be incurred and the Centre is required supplement its resources by local income.



5.0 **BUDGET**

- 5.1 The draft budget for each financial year shall be prepared by the Honorary Secretary under the directions of the Chairman and Finance Sub-Committee sufficiently in advance of the commencement of the financial year for approval of the Finance Sub-Committee and the State / Local Centre Committee.
- 5.2 Annual budget once approved by the State/Local Centre Committee can be varied up to 5% only by the Finance Sub-Committee and the State/Local Centre Committee shall be informed of such variation, if any, soon thereafter. But the overall expenditure in the estimate shall never exceed the overall income of the Centre for the year.
- 5.3 The State/Local Centre Committee shall consider an estimate of income and expenditure under various heads for a year at its meeting held in the month of February or March of the preceding year to indicate the reasonably anticipated income and expenditure for the year. The anticipated expenditure in the estimate shall never exceed the anticipated income of the Centre for the year.
- 5.4 A copy of the estimate mentioned in Rule 5.1 and approved by the State/ Local Centre Committee shall be forwarded to the Secretary & Director General soon thereafter.

6.0 **MONITORING AND CONTROL OF EXPENDITURE**

- 6.1 The Honorary Secretary of the Centre, under the general guidance of the Chairman, shall monitor and control the expenditure under various heads throughout the year.
For this purpose, the Honorary Secretary shall take any step conforming to the norms laid down hereinafter.
- 6.2 The State/Local Centre Committee shall constitute a Finance Sub-Committee to provide guidance to the Honorary Secretary in all matter of finance and such Finance Sub-Committee shall have the i) Chairman of the Centre as its Chairman, ii) the Honorary Secretary of the Centre as its Convener, iii) two members of the State/Local Centre Committee. Such State/Local Centre Committee, if necessary, may have one Corporate Member attached to the Centre who may not be Member of the State/Local Centre Committee.
- 6.3 Any interchange of provisions in one budget head to meet short provision in another, at the same time ensuring that such a change will not result into a deficit for the year, shall be done only with prior approval of the Finance Sub-Committee and State/Local Centre Committee.
- 6.4 Investments and fixed deposits shall be encashed only with the concurrence of Finance Sub-Committee of the Centre.
- 6.5 Before initiating the process of purchase or sanctioning expenditure, making commitment or making payment, it shall be necessary for the Honorary Secretary to certify adequacy of the unspent balance in the respective budget



- head to ensure strict compliance with budgetary provisions.
- 6.6 Before any expenditure is made, though provided in the approved budget estimates, prior approval of the authorities as prescribed below shall be obtained subject to norms, guidelines, rules, purchase procedures, internal audit and conditions stipulated elsewhere.
- 6.7 The State/Local Centre Committee shall have powers to frame own Rules for financial management to cover the procedures for deciding about the necessity of an item of expenditure, selection of a contractor/supplier, method of verification of the bills of the contractor/supplier in terms of payment etc. These Rules should preferably be similar to those, which are laid down in the Section-I, as far as practicable, for the sake of uniformity of all Centres.
- 6.8 The Committee of a Centre, on the recommendation of its Finance Sub-Committee, if any, shall fix the expenses under various heads as maximum percentage of the income on account of a technical activity like seminar, symposium, etc. The objective shall be to generate surplus and not to exceed the expenditure over income under any circumstances.

7.0 **POWERS TO APPROVE AND SANCTION**

(Powers as below may be exercised subject to availability of sufficient provision in the approved budget)

- 7.1 Up to Rs 3000/- Honorary. Secretary is empowered to sanction.
- 7.2 Above Rs.3000/- – Approval of the Finance Sub-committee is required. In case it is essential and urgent Honorary Secretary will take the consent of Chairman but shall get sanction from Finance Sub-Committee in its next meeting.
- 7.3 Cash purchase can be made up to Rs.250/- beyond which supporting bill/cash memo is required.
- 7.4 For purchases above Rs.5000/- quotation from 3 parties are required and Finance Sub-Committee to approve the supplier.
- 7.5 Centre shall maintain an approved list of suppliers.
- 7.6 Honorary Secretary is authorized to approve routine items such as salary, day to day expenses up to Rs.3000/- pm, advances to employees for expenditure to be incurred for performing their duties etc.
- 7.7 The annual increment shall be given to the temporary staff working at IEI Centres on the basis of their performance and the rate of annual increment shall not exceed 10% of the existing Basic / consolidated pay in the next annual contract, w.e.f 01.04.2023.
- 7.8 All Centres should engage their temporary staff only through the manpower agencies within their local jurisdictions and ensure that all statutory compliances i.e. PF and ESI are complied with by the manpower agency as per the provision of "Employees Provident Fund & Miscellaneous Provisions Act 1952" and "Employee State Insurance Act, 1948". The Centre should ensure



compliance of the above before making payment to the agency every month.
The effective date would be 01 April 2023

8.0 **INTERNAL AUDITOR**

- 8.1 The Finance Sub-Committee shall appoint two members of the Finance Sub-Committee as Internal Auditors.
- 8.2 The internal auditors shall carry out the finance & system audit quarterly.
- 8.3 The Internal Auditor shall submit a report to the Honorary Secretary under intimation to the Chairman in case of any deviation made or irregularity committed in any financial matter as may be observed by him. The Chairman shall place the report before the State/Local Centre Committee through the Finance sub Committee and take appropriate action.
- 8.4 The same Chartered Accountant Firm shall not be appointed as Statutory Auditor of the Centre for more than 3 years however, the State/Local Centres should decide whether to retain the same chartered accountant firm for more than 3 years or change to a new firm as per their requirement.

9.0 **BANK ACCOUNT AND AUTHORITY TO OPERATE BANK ACCOUNTS**

- 9.1 The short-term deposit accounts and the fixed deposit accounts or any account with any scheduled bank shall be opened and operated only after authorization by a resolution of the State/Local Centre Committee as the case may be, as contained in Bye-Laws /Regulations.
- 9.2 The Committee of the State Centre or of the Local Centre in adopting the resolution shall authorize the Honorary Secretary to open the accounts jointly with the Chairman and the Immediate Past Chairman of the State/ Local Centre. The bank account will be operated by the Honorary Secretary with either the Chairman or the Immediate Past Chairman, however, the Immediate Past Chairman can operate the bank accounts only if the present chairman is not available due to unavoidable circumstances.
- 9.3 No payments from the funds of the State /Local Centres shall be made except under the expressed or implied sanction of their respective Committees.
- 9.4 Payments against expenditure including Capital Expenditure shall be made only out of the funds in the accounts opened according to 9.1 and 9.2 above.

10.0 **INVESTMENTS**

Any money for investment at the Centre shall be invested in Scheduled Banks but excluding Scheduled or Non-scheduled Cooperative Banks or invested in approved Securities as soon as practicable. Securities shall be purchased directly from primary market only. Brokerage/commission, if received, shall be credited to Revenue Account. Investments and dis-investments/encashment shall be effected only pursuant to



decisions of the Finance Committee except in case of short term deposits made out of temporary revenue surplus.

Any withdrawal of FD by the centre for more than Rs.10 lakhs should be intimated to HQ highlighting the purpose of withdrawal.

11.0 **TA/DA RULES**

The centers shall formulate their own TA/DA rules which shall be kept in writing and approved by its Finance Sub-Committee and State/Local Centre Committee. However no TA/DA shall be paid to the Members of the State / Local Centre Committee etc out of the grants of HQ and TA/DA shall be payable to the Members from Centre's own resources. The Centres shall not pay any TA/DA to the Members of the Council, Committee and Invitees for attending the Indian Engineering Congress and /or meetings held concurrently with it.

12.0 **NORMS FOR USE OF BUILDINGS**

- 12.1 The buildings of the Institution are constructed primarily for use for technical activities, rendering service to members, maintaining offices and libraries of the Institution.
- 12.2 Usage, not being casual in nature, by organization not connected with the Institution shall require prior approval of the Finance Committee on the recommendation of the State/Local Centre Committee. Usage agreement must be co-signed by the Secretary & Director General on behalf of the Institution.
- 12.3 Subject to the conditions of the lease of the land and those of the Local Body sanctioning the building plans etc., likeminded, professional, international service organizations, educational institutions, industries, industry and business associations etc. may be permitted to use the premises of the Institution on casual basis at the discretion of the State/Local Centre Committee on payment of usage charges. The purpose of such usage may be technical activities, meetings and other related functions etc.
- 12.4 The premises shall not be used for political activities, religious or for purposes likely to adversely affect the image and the prestige of the Institution.
- 12.5 In all cases of usage, except for the activities of the Institution, prior approval of the State/Local Centre Committee and Secretary & Director General shall be required if the duration of the agreement is for more than four weeks. In all other cases, approval of the State/Local Centre Committee is necessary.
- 12.6 The Centre must not enter into any hire, sub lease or usage agreement with any outside party which is contrary to the terms of lease/ usage/ hire agreement of the State/ Local Centre.



- 12.7 The responsibility of maintaining the building including payment of property tax, timely action for the renewal of the lease/ usage agreement lies with the State/Local Centre Committee. In this respect they can take the help and guidance of the headquarters wherever applicable.
- 12.8 The Centre must keep the Secretary & Director General informed about any problem relating to the building, lease/ usage agreement, enhancement of taxes, imposition of new taxes or levies, acquisitions etc.
- 12.9 Earnings of the IEI Homes should be utilized for renovation, maintenance of Centre's building and improvement of other facilities of the Guest House, so that better service can be rendered towards Members and Centre becomes revenue generating and self-sufficient.

F

The Institution of Engineers (India)
8 Gokhale Road, Kolkata 700 020

SECTION – III
 BUDGET FORMAT
 ANNEXURE - 1

[Rs. In lakhs]

Sl No.	Account Heads	Approval Classification	Two year prior to current year		One year prior to current year		Current year				Ensuing Year	
			Revised Budget	Actual Apr-Mar	Revised Budget	Actual Apr-Mar	Budget	Actual Apr-Dec	Estimated Jan-Mar	Revised Budget	Budget	
A	CAPITAL BUDGET:											
	TOTAL CAPITAL RECEIPTS : [I]											
	TOTAL CAPITAL EXPENDITURE : [II]											
	BUDGET DEFICIT (-) /SURPLUS : [I - II]											
B	REVENUE BUDGET:											
	TOTAL REVENUE RECEIPTS : [A]											
	TOTAL REVENUE EXPENDITURE: [B]											
	BUDGET DEFICIT (-) /SURPLUS : [A - B]											
C	EARMARKED FUND BUDGET:											
	TOTAL EARMARKED FUND RECEIPTS:[C1]											
	TOTAL EARMARKED FUND EXPENDITURE:[C2]											
	EARMARKED BUDGET DEFICIT(-)/SURPLUS:[C1-C2]											
D	CORPUS FUND RECEIPTS DURING THE YEAR											
	CORPUS FUND INVESTMENTS DURING THE YEAR											
E	EARMARKED LIABILITIES INVESTMENTS :											
	EARMARKED LIABILITIES PAYMENTS :											
	TOTAL CORPUS INVESTMENTS:											
	OTHER EARMARKED FUND INVESTMENTS :											
	TOTAL OTHER INVESTMENTS :											
	TOTAL INVESTMENTS :											

[Rs. In lakhs]											
SI No.	Account Heads	Approval Classification	Two year prior to current year		One year prior to current year		Current year				Ensuing Year Budget
			Revised Budget	Actual Apr-Mar	Revised Budget	Actual Apr-Mar	Budget	Actual Apr-Dec	Estimated Jan-Mar	Revised Budget	
	<u>CAPITAL BUDGET</u>										
1	RECEIPTS:										
1.0CR	Entrance Fee and Transfer Fee										
	TOTAL CAPITAL RECEIPT:										
2	<u>CAPITAL EXPENDITURE:</u>										
2.0CE	Building Grant to Centres	CO									
3.0CE	Computer Automation	FC									
4	<u>Headquarters - Office:</u>										
4.1CE	Furniture	FC									
4.2CE	Software Dev & Procurement	FC									
4.3CE	Air Conditioners & Water Coolers	FC									
4.4CE	Integrated Fire Safety Arrangement	FC									
4.5CE	Software & Hardware for election procedure	FC									
4.6CE	Electronic Attendance Machine	FC									
4.7CE	Outlay Modification at various Floors	FC									
4.8CE	Revamping of Courtyard/Rear of IEI Building	FC									
4.9CE	Research Centres/Laboratories	CO									
5	<u>Headquarters - Retiring room:</u>										
5.1CE	Renovation	CO									
5.2CE	Lifts	FC									
6.0CE	Digital archiving of RNM Library	FC									
	TOTAL CAPITAL EXPENDITURE:										
C	<u>EARMARKED FUND BUDGET:</u>										
1	RECEIPTS:										
1.0EB	Interest on Investments on International conference Surplus fund										
2.0EB	Interest on Investments on Prize, Lecture & Engineering Science Fund										
2.1EB	Interest on Earmarked liabilities										
	TOTAL EARMARKED FUND RECEIPTS:										
2	EXPENDITURES:										
3.0EB	Delegation Expenses(International)	CO									
4.0EB	Expenditures on Prize, Lecture & Engineering Science	SDG									
4.1EB	Expenditure on Earmarked liabilities	FC									
	TOTAL EARMARKED FUND EXPENDITURE:										
8.0CF	CORPUS FUND (Composite Fee)										

DISCLAIMER: Information given is as applicable on 20 Mar 2025 Any modification/ammendment/addition/deletion done afterwards are not included. In case of any discrepancy, provisions as per copy of Bye-laws/Regulations/Service Rules and other relevent documents kept at HQ will be final.

[Rs. In lakhs]											
SI No.	Account Heads	Approval Classification	Two year prior to current year		One year prior to current year		Current year				Ensuing Year Budget
			Revised Budget	Actual Apr-Mar	Revised Budget	Actual Apr-Mar	Budget	Actual Apr-Dec	Estimated Jan-Mar	Revised Budget	
	REVENUE BUDGET										
9	RECEIPTS:										
9.0RR	Registration Fee for new membership enrolment										
9.1RR	Annual membership Subscription										
9.2RR	Income from Forms for membership										
9.3RR	Photo I Card, Dup. I Card & Cert. etc.										
9.4RR	Chartered Engineer(CE) Certificate										
9.5RR	Re-registration Fee										
9.6RR	Examination Fee etc.										
9.7RR	Fees for Registration of Section B										
9.8RR	Advertisement in Journals & Bulletins										
9.9RR	Income from Publications										
9.10RR	Income from Lecture Notes(Sec A)										
9.11RR	Income from Lecture Notes (Sec B)										
9.12RR	Income from Enrolment Pack										
9.13RR	Interest on Investments etc.										
9.15RR	Misc.receipts(Dup.mark sheet/certificate,Transcript etc)										
9.16RR	Receipts from Retiring Rooms - HQ										
9.17RR	Income from Institution Ties & Badges etc.										
9.18RR	Arbitration										
9.19RR	Laboratory Experiment Fee & Project work										
9.20RR	P E Certification										
9.21RR	IEI Excellence Award										
9.22RR	Library Receipts										
9.23RR	Repayment of Advance from Centres & foras										
9.24RR	Student Chapter Fees										
9.25RR	Repayment of advance by employees										
9.26RR	Certification(Partnership with other bodies)										
9.27RR	Certification Fees of Webinars etc.										
	TOTAL REVENUE RECEIPTS : [A]										
	TOTAL REVENUE EXPENDITURE: [B]										
	BUDGET DEFICIT (-) /SURPLUS : [A-B]										

DISCLAIMER: Information given is as applicable on 20 Mar 2025 Any modification/ammendment/addition/deletion done afterwards are not included. In case of any discrepancy, provisions as per copy of Bye-laws/Regulations/Service Rules and other relevent documents kept at HQ will be final.

[Rs. In lakhs]											
SI No.	Account Heads	Approval Classification	Two year prior to current year		One year prior to current year		Current year				Ensuing Year Budget
			Revised Budget	Actual Apr-Mar	Revised Budget	Actual Apr-Mar	Budget	Actual Apr-Dec	Estimated Jan-Mar	Revised Budget	
	EXPENDITURE :										
10	Employees Remunerations:(H.Q)										
10.1RE	Basic & consolidated salaries	SDG									
10.2RE	Dearness Allowance	SDG									
10.3RE	House Rent Allowance	SDG									
10.4RE	Transport Allowance	SDG									
10.5RE	Bonus/adhoc Exgratia	FC									
	Sub-Total										
11	Staff Welfare Expenses :(H.Q)										
11.1RE	Medical Insurance Premium	SDG									
11.2RE	Medical Reimbursement	SDG									
11.3RE	Grant to Staff Canteen	SDG									
11.4RE	Grant to Staff Recreation Club	SDG									
11.5RE	Leave Travel Concession/HTC	SDG									
11.6RE	Children Education Expenses	SDG									
11.7RE	Leave Encashment to Staff	SDG									
11.8RE	Liveries to Peons	SDG									
11.9RE	Tea & Coffee expenses for staff	SDG									
	Sub-Total										
12	Retirement/Statutory Benefits: (H.Q)										
12.1RE	Contribution to P.F,EDLI,Admin charges	SDG									
12.2RE	Contribution to gratuity Fund /payments to staff	SDG									
12.3RE	Accumulated leave encashment to retired staff	SDG									
	Sub-Total										
13	Office Expenses:(H.Q)										
13.1RE	Printing and Stationery	SDG									
13.2RE	Computer Maintenance - Hardware	SDG									
13.3RE	Computer Maintenance - Software	SDG									
13.4RE	Computer Stationery	SDG									
13.5RE	Postage & Courier	SDG									
13.6RE	Telephone expenses	SDG									
13.7RE	Electricity Charges	SDG									
13.8RE	Bank Charges	SDG									
13.9RE	Charges General	SDG									
13.10RE	Overtime to Staff for working after office hours	SDG									
13.11RE	Insurance Charges	SDG									

DISCLAIMER: Information given is as applicable on 20 Mar 2025 Any modification/ammendment/addition/deletion done afterwards are not included. In case of any discrepancy, provisions as per copy of Bye-laws/Regulations/Service Rules and other relevent documents kept at HQ will be final.

[Rs. In lakhs]											
SI No.	Account Heads	Approval Classification	Two year prior to current year		One year prior to current year		Current year				Ensuing Year Budget
			Revised Budget	Actual Apr-Mar	Revised Budget	Actual Apr-Mar	Budget	Actual Apr-Dec	Estimated Jan-Mar	Revised Budget	
13.12RE	Rates and Taxes	SDG									
13.13RE	Refreshment Expenses	SDG									
13.14RE	Conveyance	SDG									
13.15RE	Travelling Exp. to Candidates for Staff Appt./Interview	SDG									
13.16RE	Revenue Stamp	SDG									
13.17RE	Advertisement & Media Expenses	SDG									
13.18RE	Gardening Expenses	SDG									
13.19RE	Upkeep of Office and Retiring Rooms - HQ	SDG									
13.20RE	Continued Professional Development	FC									
13.21RE	Staff Training Programme	SDG									
13.22RE	Security Charges	SDG									
13.23RE	Service Tax summon /GST	SDG									
13.24RE	Press and Publicity Expenses	FC									
13.25RE	Legal Charges & consultancy fees	FC									
13.26RE	Audit Fee	CO									
13.27RE	Contingencies/W.B State Disaster Mgt Authority	FC									
13.28RE	Budgetary Control, Internal Audit	CO									
13.29RE	Digitising Charges	FC									
13.30RE	Printing of certificate/ID Card to Members/students	SDG									
13.31RE	Repairs and Maintenance of Building at H.Q	SDG									
13.32RE	Repairs and Maintenance of Furniture etc.	SDG									
13.33RE	Repairs and Maintenance of office Equipments	SDG									
	Sub-Total										
14	Expenses on Meetings :										
14.1RE	TA to President	SDG									
14.2RE	TA to Vice Presidents	SDG									
14.3RE	TA to for Council Meetings	SDG									
14.4RE	TA for Committee Meetings	SDG									
14.5RE	Foreign Subscriptions	SDG									
14.7RE	Delegation Expenses (Domestic)	CO									
14.8RE	TA and DA to Staff for Engineering Congress	SDG									
14.9RE	TA and DA to Staff for Council/Committee Meetings	SDG									
14.10RE	TA and DA to Staff for Other Institution Work etc	SDG									
14.11RE	Election Expenses at HQ	CO									
14.12RE	Search Committee Expenses	SDG									
14.13RE	Centenary Celebrations	FC									
	Sub-Total										

DISCLAIMER: Information given is as applicable on 20 Mar 2025 Any modification/ammendment/addition/deletion done afterwards are not included. In case of any discrepancy, provisions as per copy of Bye-laws/Regulations/Service Rules and other relevent documents kept at HQ will be final.

[Rs. In lakhs]											
SI No.	Account Heads	Approval Classification	Two year prior to current year		One year prior to current year		Current year				Ensuing Year Budget
			Revised Budget	Actual Apr-Mar	Revised Budget	Actual Apr-Mar	Budget	Actual Apr-Dec	Estimated Jan-Mar	Revised Budget	
15	Office Expenses of President and Chairman :										
15.1RE	Office Expenses of President	SDG									
15.2RE	Office Expenses of Divisional/Other Chairmen etc.	SDG									
15.3RE	Office Expenses of Vice Presidents	SDG									
	Sub-Total										
16	Expenses on Research & Development :										
16.1RE	Publication expenses for Journal, Bulletin etc.	SDG									
16.2RE	Postage for Journals & Bulletins	SDG									
16.3RE	R N Mookerjee Eng. Infor. Service Centre & others	SDG									
16.4RE	Indian Engineering Congress (H.Q. Expenses)	SDG									
16.5RE	IE(I) Convocation (H Q Expenses)	SDG									
16.6RE	Expenses for award of Prizes and Scholarships	SDG									
16.7RE	Expenses on Sponsored Research Projects	FC									
16.8RE	Grant for WFEO/FEISCA/FEIAP Fund	FC									
16.9RE	Video Conferencing Charges	SDG									
16.10RE	ISO Certification	FC									
16.11RE	Technical Activities with Engineering College	SDG									
16.12RE	IEI out reach programme	SDG									
16.13RE	IEI Excellence Award	SDG									
	Sub-Total										
17	Expenses on Education :										
17.1RE	Remuneration to Examiners, Paper Setters etc.	SDG									
17.2RE	Printing of Answer Books, Question Papers	SDG									
17.3RE	Despatch, Postage & Courier	SDG									
17.4RE	Project Guide Fees	SDG									
17.5RE	Miscellaneous Expenses	SDG									
17.6RE	TA/DA to Staff on Examination duty	SDG									
17.7RE	Course Material - Sec A & Sec B - Digitization	FC									
17.8RE	Fees for Lab Experiment in Engineering Colleges	SDG									
17.9RE	P E Certification Exp.	SDG									
	Sub-Total										

[Rs. In lakhs]											
SI No.	Account Heads	Approval Classification	Two year prior to current year		One year prior to current year		Current year				Ensuing Year
			Revised Budget	Actual Apr-Mar	Revised Budget	Actual Apr-Mar	Budget	Actual Apr-Dec	Estimated Jan-Mar	Revised Budget	Budget
18	Allotment to Centres/FORAs :										
18.1RE	Annual Recurring Grant to Centres	SDG									
18.2RE	Manpower Grant to Centres	SDG									
18.3RE	Salaries to Centres(Sr./Jr./staff)	SDG									
18.4RE	Special Repair Grant to Centres	CO									
18.5RE	Special Grants to Centres	CO									
18.6RE	Incentive Grants to Centres	SDG									
18.7RE	Refundable Advance to Centres	CO									
18.8RE	Examination grant to Centres	SDG									
18.9RE	Retirement/statutory benefits to employees	SDG									
18.10RE	Grant for Technicians/ Students' Chapter	SDG									
18.11RE	Grant for Prize for Best Tech / Students' Chapter	SDG									
18.12RE	Grant for Printing of Technical Paper	SDG									
18.13RE	Grant for Indian Engg Congress (Host Centre)	SDG									
18.14RE	Grant to Centres for Jubilee Celebration	SDG									
18.15RE	Award for best State/ Local Centre	SDG									
18.16RE	Grant for Ex-gratia/ Bonus to Centres employees	FC									
18.17RE	Staff welfare expenses to employees at centres	SDG									
18.18RE	Grant for opening of new Centres	SDG									
18.19RE	Advance to Employees	CO									
18.20RE	Grant to centres for Election Expenses	CO									
18.21RE	Grant to Centres for Upkeep(Centenary)	CO									
18.22RE	Grant for International Conferences	CO									
18.23RE	National Convention of Divisions to Centres	SDG									
18.24RE	Grants to Fora etc	FC									
18.25RE	Usage Charges for HQ Cell at Delhi	FC									
18.26RE	Grant to Engineering Staff College of India	FC									
18.27RE	Grant to Host Centre for Council Meeting	SDG									
18.28RE	Expenses for Technical Activities, Seminars etc.	SDG									
18.29RE	IE(I) Convocation (Centre Grant)	SDG									
18.30RE	Grant for Special publications(NLPC,NDRF,ESCI)	CO									
18.31RE	Grant for Futuristic Plan(Skill Dev,Disaster Mitigation etc)	FC									
18.32RE	President's Discretionary Fund	FC									
18.33RE	Prizes & Awards for NDRF	FC									
18.34RE	Grant for promotion of Rainwater Harvesting	CO									
18.35RE	Grant for promotion of Non Conventional Energy	CO									
18.36RE	Share of surplus of Certification Fees of Webinars	SDG									
18.37RE	Reim of accom expenses of young Engineers	SDG									
	Sub-Total										
	TOTAL REVENUE EXPENDITURE :										

DISCLAIMER: Information given is as applicable on 20 Mar 2025 Any modification/ammendment/addition/deletion done afterwards are not included. In case of any discrepancy, provisions as per copy of Bye-laws/Regulations/ Service Rules and other relevent documents kept at HQ will be final.

The Institution of Engineers (India)

Standard Operating Procedures (SOP) for Investments **In case of investment in Fixed Deposit with Bank**

ANNEXURE-2

1. President IEI to constitute Investment and Finance Committee as per Financial Norms, Bye-laws & Regulations.
2. Notices and Agenda to be sent to each Member of the Investment Committee.
3. All proposals for Reinvestments of the ensuing quarter and the Proposals of investments in respect of Surplus fund, if any, in the ensuing quarter and implementation action of earlier investment proposals are to be incorporated in the Agenda of the Investment Committee for deliberation and decision.
4. The recommendations of the Investment committee will be put up to Finance Committee for their approval.
5. All Investments should be made based on the Approved Minutes of the FC.
6. Quotations for interest rates from eligible banks will be obtained by Finance Department.
7. Interest rates offered through email will be cross checked from the respective bank website by Finance Department.
8. Comparative Statement of Interest rate of various Banks will be placed on the Table of the IC Meeting.
9. The decision of the Investment Committee is to be recorded in the Minutes and to be approved and signed by the Committee members.
10. Based on the Approved Minutes IC, one note is being prepared by the Investment dealing assistant for placing before Internal Auditor, Deputy Director (Finance), SDG and Local FC Member for executing the same.
11. Based on the decision of the Investment Committee all the mandates of investment should be filled up in the Application form for FD, all the mandates of investment should also be mentioned in the covering letter addressed to the respective Bank.
12. The purpose of remittance should be mentioned in the covering letter and on the back side of the cheque.
13. All above mentioned documents are to be checked & verified by Internal Auditor and further placed before Deputy Director (Finance), SDG and Local FC Member for their signature for making such investment.
14. All the investment documents i.e., application form, copy of IEI PAN card, cheque deposit slip, cheque, Note sheet, covering letter, RTGS Transfer advice are to be signed by all the three authorized signatory of the Bank and also to be signed by Investment dealing assistant and Internal Auditor.
15. All the Vouchers are to be signed and all voucher of investment are getting passed in the accounting system during the time of printing of cheque/ preparation of investments documents.
16. All the documents are to be deposited in the Bank by visiting Bank Branch by at least two employees of the Finance Department except Gr D staff.
17. After the Bank FD was made, the original FD receipts are physically collected from respective Bank by visiting Bank Branch at least two employees of the Finance Department except Gr D staff.
18. After receiving the original FD receipts physically, it is being matched with one email confirmation received from respective Bank.
19. The details of the narration as reflected in the Bank Statement should be verified with the original FD certificate.
20. The details of FD should be verified in the online view module and with email alert.
21. FD Receipt received from respective Bank are being noted in an Investment Register showing the details of Bank name, Amount, Date of Purchase, Date of Maturity, Certificate Number, etc. by Investment dealing Assistant duly verified and signed by dealing assistant along with one employee of the Finance Department, Internal Auditor, Deputy Director (Finance), SDG, Local FC Member along with the email and Bank Statement.
22. The original FD Receipt along with Investment Register are being kept in the DD(F)'s chamber Locker under his presence by investment dealing assistant.
23. The Actual Investments made are noted by the FC and Council.

The Institution of Engineers (India)

Standard Operating Procedures (SOP) for Investments

In case of investment in Govt. Securities/Bonds

Continuation of Annexure-2

1. President IEI to constitute Investment and Finance Committee as per Financial Norms, Bye-laws & Regulations.
2. Notices and Agenda to be sent to each Member of the Investment Committee.
3. All proposals for Reinvestments of the ensuing quarter and the Proposals of investments in respect of Surplus fund, if any, in the ensuing quarter and implementation action of earlier investment proposals are to be incorporated in the Agenda of the Investment Committee for deliberation and decision.
4. The recommendations of the Investment committee will be put up to Finance Committee for their approval.
5. All Investments should be made based on the Approved Minutes of the FC.
6. A Press Release is being published by the Reserve Bank of India (RBI) for Auctions and Auction will be conducted on the RBI Core Banking Solution (E-Kuber) system on every Tuesday for State Govt. Bond and on every Friday for Govt. Security.
7. A copy of the Press Release will be received by IEI vide email from SBI DFHI Limited.
8. The said copy of the Press Release sent by SBI DFHI Limited should be verified with the website of RBI.
9. Based on the request from IEI, SBI DFHI Limited provides the amount to be remitted for purchase of the respective Govt. Securities/ SDL bonds and also mentioned the A/c Number, IFSC code of SBI DFHI Limited. The said Account Number as provided by SBI DFHI Limited is being verified one time with the letter of SBI, Gokhale Road Branch received through email.
10. Comparative Statement comprising of Different SDL Bonds, expected percentage rates of interest, premium/discounted price, broken period interest to be payable as provided by SBI DFHI Limited through email are being placed in the Table of the IC Meeting for deliberation and decision. In case of Govt. Securities, Comparative Statement comprising of Different Govt Securities, premium/discounted price, broken period interest payable as provided by SBI DFHI Limited through email are being placed in the Table of the IC Meeting for deliberation and decision.
11. The decision of the Investment Committee is to be recorded in the Minutes and is to be approved and signed by the Committee members.
12. Based on the Approved Minutes of IC, one note will be prepared by the Investment dealing assistant for placing before Internal Auditor, Deputy Director (Finance), SDG and Local FC Member for executing the same.
13. Based on the decision of the Investment Committee all the mandates of investment should be filled up in the Application form for Govt. Securities/SDL Bonds as applicable for purchase through demat, duly signed by the authorized signatory and counter signed by dealing staff and internal auditor.
14. On the date of Auction, the required amount to be remitted through RTGS to SBI DFHI Limited for making Investment in Bonds/ Govt Securities after preparation of necessary payment voucher. All the Vouchers are to be signed and all voucher of investment is getting passed in the accounting system during the time of printing of cheque as per the software/ preparation of investments documents.
15. SBI DFHI Limited will send to IEI Cost Sheet through email for the confirmation after auction.
16. It is being confirmed by signing the Cost Sheet by SDG and Deputy Director (Finance) and sent to SBI DFHI Limited through email for final execution of Investment in Bonds/ Govt Securities.
17. After settlement of Auction in the name of The Institution of Engineers (India), SBI DFHI Limited refund the excess amount (between Remitted value and consideration amount) to IEI Bank Account.
18. SBI DFHI Limited then sent to us the Final Deal Sheet and balance confirmation through email.
19. Bond / Govt Securities confirmation as received from SBI DFHI Limited through email are being noted in an Investment Register showing the details of Bond/Govt Securities, Amount, Date of Purchase, Date of Maturity, ISIN Number, etc. by Investment dealing Assistant duly checked/ verified/signed by Internal Auditor, Deputy Director (Finance), SDG, Local FC Member.
20. Application is to be sent to the Axis Bank for conversion of securities from CSGL A/C to demat A/C.
21. The said securities is to be checked from D-Mat A/C as per D-Mat Statement and also through online.
22. A copy of Final Deal Sheet and balance confirmation are to be kept in DD(F)' chamber locker for record.
23. The Actual Investments made are noted by the FC and Council.

The Institution of Engineers (India)**Check lists for investment in Fixed Deposit with Bank**

Sl. No.	Documents Available	Yes	No
1.	Approval of the IC		
2.	Approval of the FC		
3.	Interest Rate of FDs		
4.	Approval of IC		
5.	Application Form (Bank)		
6.	Covering Letter to Bank		
7.	Cheque/RTGS Advice		
8.	Payment Voucher		
9.	Cheque Deposit Slip		
10.	Copy of PAN Card(IEI)		
11.	Physical FD Certificate		
12.	Balance Confirmation Mail from Bank		
13.	Copy of Bank Statement		
14.	Print out taken from online log-in from view module		
15.	Recording in Investment Register		
16.	Physical FD Certificate to be kept in DD(F)'s Chamber Locker Register in presence of one witness.		

The Institution of Engineers (India)

Check lists for Investment in SDL Bond/Govt. Securities

Sl. No.	Documents Available	Yes	No
1.	Approval of the IC		
2.	Approval of the FC		
3.	RBI Notification for participation in Auction from SBI DFHI Limited		
4.	Email from SBI DFHI Limited for amount to be remitted		
5.	Approval of IC		
6.	Approval of Note		
7.	Email Request to SBI DFHI Limited for participation in Auction		
8.	Fund transfer Advice (RTGS)		
9.	Signed Cost Sheet		
10.	Final Deal Sheet through email		
11.	Balance Confirmation Mail from SBI DFHI Limited		
12.	Bank Statement for debit amount against Bond/ Govt. Securities		
13.	Refund of Excess Amount from SBI DFHI Limited through Email		
14.	Bank Statement for credited amount		
15.	Recording in Investment Register		
16.	Copies of Bond/ Govt. Securities Final Deal Sheet/Confirmation from SBI DFHI Limited to be kept in DD(F)'s Chamber Locker Register in presence of one witness.		
17.	conversion of sec from CSGL A/C to D-Mat A/C		
18.	D-Mat statement view		