

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUZ MARG, DWARKA, SECTOR-3,
NEW DELHI – 110 075.**

F. No. 116(1)/2004/R/NSIT/986

Dated: 14.10.2004

CIRCULAR

Subject: Rationalization of Expenditure on Student Festivals/ Functions.

Senior functionaries of NSIT are aware that following student functions/ festivals are organized/ celebrated in the Institute annually:

1. Spic Macey Virasat
2. Moksha
3. Resonaze
4. Innovision

It has been observed that expenditure being incurred on such festivals/ functions in quite excessive and thus there is an urgent need for rationalization/ ecomization of the said expenditure. It is necessary to emphasize here that the festivals/ functions which are organized/ celebrated must be consonant with the nature/ character of our institutions which is purely academic/ technical. We cannot afford to act like a commercial organization nor are we a cultural academy, which carries the burden of promoting/ spending cultural activities. It is equally significant to mention here that some of the events, which are organized during the festivals/ functions are actually an anti-thesis of our culture and cultural ethos. Not only should we discourage such activities, but also stop allowing/ incurring expenditure on such events from precious public funds – which is a collective treasure of million of our countrymen, most of whom are toiling in extreme poverty.

It has also been noticed that huge expenditure is being incurred on the said festivals/ functions without observance of codal formalities. In order to ensure that public money is spent in the most prudent manner and no irregularities are committed, following instructions are hereby issued for strict adherence by all concerned:-

1. Public money should be spent in the most economical manner and all out efforts should be made to keep the expenditure to the minimum possible level.
2. The estimates must be prepared in the most realistic manner. Expenditure should be incurred only on items/ activities which are absolutely necessary for proper/ successful organization of a festival/ functions.
3. Utmost efforts should be made to avoid expenditure on items/ activities, which are superfluous, characterized by extra vagance and which are an aberration to and anti-thesis of our culture and natural ethos.

4. Preparation for organization of the student festivals/ functions should be initiated well in time so that there is enough time for observance of codal formalities.
5. If there is any item, expenditure on which is more than Rs. two lacs, then the process of open tendering where-ever possible must be resorted to while incurring expenditure/ availing the service.
6. Delhi College of Engineering is a sister organization, which organizes similar functions/ festivals every year. It must be ensured that expenditure which may be incurred on a particular festival/ function is broadly comparable to the expenditure being incurred on a similar function/ festival by DCE.
7. Since NSIT is an academic institution, we cannot afford to spend huge amount on celebrity-artists. Celebrity artists may be called/ invited for performance only if they agree to perform by accepting token amount as in the case of SPIC-MACAY-VIRASAT.
8. It will be preferable as well as desirable if the students organize and perform cultural/ engineering & Technological activities/ events by themselves instead of depending upon outside artists.
9. For motivating the students in organizing/ performing cultural activities, merit certificates and awards may be instituted and conferred on those who exhibit excellence in the said activities. No cash awards should be awarded, at all.
10. Those activities/ events in respect of which expenditure is less than Rs. 2.00 lakhs and is being incurred out of funds of NSIT codal formalities as prescribed in the circulars/ O. Ms. Issued from time to time must be fulfilled.
11. While constituting committees for purchasing any material or availing any service, one functionary of Accounts Branch must be associated who would render advice on procedural aspects and requisite codal formalities.
12. If any renowned scientist, technologist or any authority in the field of engineering/ technology or related field is invited in connection with a technical festival like INNOVISION, then T.A/ DA may be paid to him as per norms laid down by Govt. Proper arrangements for his/ her boarding/ lodging, if required, may also be made & optimum utilization of the Institute Guest house should be ensured.
13. Files in respect of such functions may be dealt by Dean (SW) himself or his second-in-command. He may seek/ avail the assistance of other regular employees whenever required.
14. In no case the files should be handed over to students. The students should not be made to / allowed to run from one branch/ office to the other.
15. For meeting the major part of the expenses efforts must be made to mobilize resources and raise funds from corporate organizations on sponsorship basis.
16. If the organizers/ students are able to raise funds from outside organizations/ companies by way of sponsorship, then the said funds too should be spent in a prudent and transparent manner.

17. If any advance is drawn for incurring any expenditure, then the accounts must be settled within one month from the date of festival/ function, as per relevant provision of GFRs.
18. No employee below the rank of Gazetted officer (Superintendent) be allowed to draw advance or incur any expenditure or entrusted with assignment involving financial implications.
19. A provision may be kept in the annual Budget for such festivals/ functions indicating the break up for each festival.
20. While preparing the estimate(s), expenditure incurred during the previous 3 years should be taken into account and reflected in all the relevant documents/ files.
21. Officers who are entrusted with the organization of the said festivals/ functions must act responsibly and should not shift their own responsibility on the students.
22. Even those activities which fall in the domain of students should not be left entirely on them. Officers entrusted with the task of organization should keep on monitoring/ supervising said activities on regular basis.
23. Dean (SW) may keep the record in respect of such festivals/ functions in his safe custody. In case of transfer/ change of portfolio/ charge, the said record should be handed over by the incumbent to the successor under a proper receipt.
24. The entire record pertaining to the cultural festivals/ functions should be kept in the office of Dean (Student Welfare).

The above said instructions may be followed strictly.

(B.L. Sharma)
Registrar-Cum-Vigilance Officer

Copy to:

1. All Deans/ HODs, NSIT.
2. All D. Rs/ A. Rs., NSIT.
3. All Section-In-Charges, NSIT.
4. P. A. to the Director, for kind information of the Director, NSIT.
5. P. A. to the Pr. Secretary, DTTE, for kind information of the Pr. Secretary, DTTE.