

**Indian Institute of Chemical Engineers
Kolkata – 700 032**

Minutes of the 3rd Meeting of the Building Committee – 2019

Venue: Dr. H. L. Building, Jadavpur University Campus, Kolkata – 700032

Date & Time: 13.07.2019 at 3.00 PM

Members Present: Prof B B Paira (Chairman)
Mr M Ranga Rao (Jt. Honorary Secretary)
Prof Priyabrata Sarkar
Mr P R Datta Ray (Invitee)
Dr Avijit Ghosh (Invitee)
Mr A Sural (Invitee)
Prof Amitava Bandyopadhyay (Convener)

Present from the IChE HQ: Mr. Sandip Ghosh, Assistant Secretary, IChE

Prof. B B Paira, Chairman of the committee chaired and called the meeting to order.

0.0 Leave of Absence:

The meeting granted leave of absence to Prof P De, Prof Asim K De and Dr M P Jain.

1.0 Confirmation of the minutes of the 1st. Building Committee – 2019 meeting:

The minutes of the 2nd Building Committee – 2019 meeting was confirmed by the members with some typographical corrections.

2.0 Matters arising out of the previous meeting:

2.1 Water logging: Mr Sandip Ghosh informed that he met the Engineer, JU and discussed the issue. Accordingly, the Engineer visited the site few weeks ago when Mr N K Mondal (IChE) explained the situation to him. Members present observed that there is no tangible progress in the matter and advised Mr Sandip Ghosh to meet the Engineer immediately so that the problem could be solved before the monsoon starts.

2.2 Plastering & Painting: The job would be taken up after completing the repairing of grills and iron windows.

2.3 Repairing of grills & windows: Mr Sandip Ghosh reported that he had contacted one registered contractor of JU who would visit the building next week and submit the estimate. As considerable time had lapsed, Mr Sandip Ghosh was advised to do it immediately.

2.4 Ramp: Prof Paira advised the IChE HQ to contact the Registered Civil Contractor (as noted above) to decide suitable design including width and position of the Ramp for taking up construction work of the Ramp immediately based on administrative approval.

2.5 Guest room at first floor: Mr Sandip Ghosh reported that due to non-availability of Carrier make A.C. with M/s Khosla Electronics, Dhakuria, purchase of A.C. & Geyser could not be made. Members advised Mr Sandip Ghosh to buy the same machine from any other nearby shop or some other reputed brand with the same/lower price within the sanctioned amount.

2.6 Civil Works of M/s Art & Architecture: The important and relevant features were described for improved understanding of the Members that were discussed in details in the Administrative Committee Meeting held on 06.07.2019.

- a) Initially, work order Ref: WO/Bldg/17-18/01 dated 20.12.2017 was awarded to M/s Art & Architecture for a total price of Rs 5,66,172/- only (**Annexure 1**).
- b) During the course of execution of the order an amended work order Ref: WO/Bldg/17-18/02 dated 10.04.2018 was issued for a total price of Rs 7,50,000/- only (**Annexure 2**).
- c) Both the work orders were on item rate basis and on both the orders it was specifically stipulated that “The Rates shall remain firm till completion of this work. The Total Price would be computed on the basis of actual quantities used.” Hence the total prices mentioned in the work orders were indicative only and had no relevance for making actual payment to M/s Art & Architecture.
- d) M/s Art & Architecture submitted three bills for execution of the work and received payments as shown below:

Bills submitted			Payment released by IChE to M/s Art & Architecture		
Bill serial no.	Date	Amount (Rs)	Date of cheque	Date-wise payment (Rs)	Cumulative payment (Rs)
1 st Bill	01.02.2018	1,29,626	27.12.2017	56,617	
2 nd Bill	12.03.2018	47,736	12.02.2018	50,000	1,06,617
3 rd Bill	06.06.2018	3,95,560	12.03.2018	1,00,000	2,06,617
			26.03.2018	47,736	2,54,353
			24.04.2018	2,00,000	4,54,353
			07.07.2018	3,95,560	8,49,913
Total billed amount		5,72,922	Total payment		8,49,913

- e) While submitting the 3rd and final bill, M/s Art & Architecture had submitted a similar statement (**Annexure 3**) and claimed an amount of Rs 1,18,546/- (correct value should be Rs. 1,18,569/-) only against that bill stating that they had already received Rs 4,54,376/- (correct value should be Rs. 4,54,353/-) out of the total billed amount of Rs 5,72,922/-.
- f) It is surprising that, though such a statement was furnished by M/s Art & Architecture, IChE Accounts Department overlooked the same and released the full amount of the 3rd bill against that bill leading to an “excess payment” of Rs 2,76,991/-.
- g) Going according to the stipulations of the work order, the “excess payment” should be considered to be more than Rs 2,76,991/- on the date of payment of 07.07.2018, as 10 % of the total billed amount, i.e, Rs 57,292/- should have been retained for 3 months from date of completion of work order.
- h) When the matter came to surface and was being investigated, Mr Soumen Nath, Asst Manager (Accounts) issued a direction dtd. 16.05.2019 to M/s Art & Architecture (**Annexure 4**) out of his own without any prior permission of/information to the higher authorities to refund an amount of Rs 99,913/- which he considered to be “excess payment” being the amount paid in excess of order value of 2nd work order. Any person even with a basic idea of Accountancy knows that “excess payment” means the amount paid in excess of claimed amount. The order value which is an indicative figure only (as stated in serial no. c above) has no relevance in calculation of “excess payment”.
- i) Based on the same argument, Dr. Venkat Ratnam (Honorary Treasurer) and Mr. Soumen Nath ordered M/s Art & Architecture to pay the amount Rs.99,913/- through a cheque on 10.06.2019 which was however restrained by Honorary Secretary, IChE.

Observing the above facts, the Members were of unanimous view that Mr Soumen Nath not only lacks fundamental knowledge about accounting systems and procedures, he also does not bother to look carefully into the bills submitted by contractors and does not mind flouting the stipulations of work order in matter of retention of 10% of billed amount and computation of total price based on actual quantities. He also defied the administrative norms of the Institute by issuing a direction to M/s Art & Architecture out of his own without any prior permission of/information to the higher authorities to refund the “excess payment” calculated wrongly by him. The Members also noted that he only holds a BA (Pass) degree and had no experience of working in any Accounts Department prior to his induction in IChE Accounts Section.

Mr. Datta Ray, expressed his deepest concern regarding the roles of two signatories of IChE bank account while releasing such a payment to the tune of about Rs.4.0 lakh.

The Members were of unanimous opinion that if Mr Soumen Nath is allowed to continue to work as Asst Manager (Accounts), the safety of IChE funds will be in jeopardy and he should not be allowed to handle works related to receipts and payments of IChE. Honorary Secretary opined that Mr. Soumen Nath should be demoted to a position commensurate with his qualification, experience, performance and integrity. To initiate action, it was decided to immediately issue a show cause letter to Mr. Soumen Nath for misappropriation of funds of IChE and take up the matter further at appropriate level for logical action.

Considering the way of working of Mr. Soumen Nath, the Members also unanimously suggested that investigative audit should be conducted in respect all major payments made by IChE HQ during last three years by engaging a qualified Chartered Accountant.

3.0 Repairing of chairs in the auditorium: Mr Sandip Ghosh reported that the job could not be completed due to non-availability of suitable contractor. To overcome the impasse, at the request of the members Chairman contacted an experienced contractor who agreed to visit the institute on 15th July to assess the repairing works. Mr Sandip Ghosh was advised to follow up the matter.

4.0 Repairing of walls and roof of Guest Room No 1: Mr Sandip Ghosh reported that no local Masson was ready to do such a small quantum of job, and suggested to take up the job along with the job mentioned under item 2.3.

5.0 Any other matter:

i. Mr Sandip Ghosh placed an estimate of Rs 4850/- for fixing one burger and a good quality fan inside the lift. Members present approved the same.

ii. Members authorized Dr Avijit Ghosh and Mr Sandip Ghosh to take up the job of fixing good quality LED lamps (Philips make) inside the lift and in the office replacing the existing tube lights. Quotations for CC Cameras (NVR) with multiple ports for installation at the entrance of the Building, Auditorium, Office and Biometric machine for installation in the office were received which were opened at the time of the meeting. Mr. Sandip Ghosh was advised to prepare comparative statement after thorough scrutiny of the quotations so that a conclusive decision could be taken in the next meeting.

iii. **Green Auditing:** Prof B B Paira would look into the matter.

iii. **Installation of Solar Panel:** Prof B B Paira would look into the matter.

iv. **Shifting of Library:** Mr Sandip Ghosh reported that all the books and almirahs of the Library have been shifted from 1st floor to 4th floor and the shifting of records with racks are in progress.

v. **Renovation of Seminar Hall:** Mr. Sandip Ghosh was advised to pursue the matter more vigorously.

vi. **Junk Identification & Disposal Committee:** The Junk Identification & Disposal Committee was requested to identify scrap materials from the materials stacked at 4th floor. Mr Ranga Rao, staying at the IChE HQ for organizing a Workshop, was unanimously selected as the Convener of the Committee and was requested to do the needful at his convenience.

vii. **Approval Limit:** Members decided that any maintenance job costing up to Rs 5000/-, may be taken up by the office with Honorary Secretary's approval.

The meeting ended with thanks to the Chair.

(Prof. B B Paira)
Chairman

(Prof. A. Bandyopadhyay)
Convener & Honorary Secretary