



### **Administrative Set-up**

- The Director General is the Principal Executive Officer of the Society/Institute and is appointed by the Government of India.
- The Director General is assisted by the Administrative Officer who also functions as the Secretary of the Society/Institute.
- The present total strength of the administration section is as follows:-

– Senior Assistant	01
– Junior Assistants	02
– Typist –Clerk	01
– Drivers	01
– Maintenance Mechanic-cum-Operator	01
– Multi Tasking Staff (MTS)	01
- The administration section besides performing the usual functions of establishment and administration is also responsible inter-alia for maintenance of the Campus.
- In accordance with the decision taken by the Competent Authority, the administration section has embarked upon the task of improving the maintenance of the premises.

## **Administrative Expenses**

Particulars	01.04.2012 to 31.03.2013	01.04.2013 to 31.03.2014	01.04.2014 to 25.03.2015
Advertisement Expenses	16,728.00	793,192.00	1,123,057.00
Audit Fees	18,539.00	-	-
Annual Mem Fees	22,060.00	50,562.00	
Bulding Completion Certificate	-	-	833,350.00
Bank Charges	833.00	12,501.00	10,204.00
Consumable ItemS	8,876.00	4,468.00	-
Conveyance Expenses	230,469.00	260,952.00	235,577.00
Electric Maintenance Expenses	94,933.00	58,655.00	-
Electricity & Water Expenses	2,528,063.00	2,692,663.00	3,656,916.00
Generator Expenses	494,793.00	349,615.00	599,757.00
Horticulture Expenses	782,842.00	539,488.00	625,087.00
Hostel Expanses	94,815.00	311,487.00	1,151,842.00
Housekeping Expenses	1,063,171.00	716,875.00	388,658.00
Insurance Expenses	45,014.00	17,254.00	16,939.00
Interest on TDs	-	77,987.00	36,377.00
Journals for Library	13,056.00	13,356.00	86,713.00
Legal & Professional Expenses	39,356.00	214,367.00	197,363.00
Meeting Expenses	38,169.00	42,459.00	231,410.00
Newspaper & Periodicals	93,315.00	107,877.00	98,992.00
Postage & Telegram	161,905.00	192,491.00	281,355.00
Petrol,Oil,Lubricant	273,992.00	406,790.00	286,346.00
Recruitment Expenses	231,563.00	15,000.00	-

## **Administrative Expenses**

Repairs & Maintenance - Fixed Assets	899,700.00	427,018.00	1,355,053.00
Repairs & Maintenance - Office	2,915,958.00	3,187,143.00	4,889,697.00
Security Expenses Office	511,402.00	593,127.00	634,074.00
Stationery & Printing	1,749,553.00	2,835,077.00	3,237,965.00
Telephone Expenses	912,242.00	1,308,010.00	1,900,436.00
Vehicle Running & Maintenance Expenses	57,771.00	87,979.00	118,270.00
Washing Expenses	91,150.00	118,843.00	155,350.00
Total	13,390,268.00	15,435,236.00	22,150,788.00
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## ***Administrative Expenses***

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<b>Total</b>	<b>13,390,268.00</b>	<b>15,435,236.00</b>	<b>22,150,788.00</b>



As a matter of policy, the Institute releases the payment to the concerned parties latest within 15 days' of submission of the Bills.

# Administrative Expenses

1<sup>st</sup> -Apr-2011 to 31<sup>st</sup> -Mar-2012

<b>Particulars</b>	<b>Amount</b>
Annual Membership Fee	22060.00
Audit Fee	18539.00
Bank Charges	1189.00
Consumable Items	20571.00
Conveyance	219509.00
Electricity & Water Expenses	1912878.00
Electric Maintenance Expenses	69200.00
Generator Expenses	297644.00
Horticulture Expenses	579297.00
Hostel Expenses	157091.00
House Keeping Expenses	680598.00
Insurance Expenses	57339.00
Journals for Library	425.00
Legal and Prof Expenses	106930.00
Meeting Expenses	50565.00
Newspapers and Periodicals	66199.00
Petrol, Oil and Lubricants	162481.00
Postage Expenses	113617.00
Printing and Stationery	1519434.00
Recruitment Expenses	57499.00
Repairs and Maintenance Office	2031765.00
Repairs and Maintenance Vehicles	78769.00
Repairs and Maint. Fixed Assets	624078.00
Security Expenses	496656.00
Telephone Expenses	690100.00
Washing Expenses	97782.00
<b>Grand Total</b>	<b>10132215.00</b>

# NIESBUD

## BUDGET ESTIMATES FOR THE YEAR 2013-14

<b>S.No.</b>	<b>Particulars</b>	<b>2011-2012 Actuals</b>	<b>2012-2013 Unaudited</b>	<b>2013-14 (BE)</b>
A.	Recurring Income			
	Training /Research Fee			
1.	Unspent Amount b/f M/O MSME-ATI scheme		47.45	0
2.	Fee from Ministry of MSME	1934.59	3479.27	4371.00
3.	Fee from other Research/Cluster activities	436.35	492.08	900.00
4.	Other Income	42.58	60.92	60.00
	Total (A)	2413.52	4079.72	5331.00
	RECURRING EXPENDITURE			
5.	Salaries and Allowances	181.49	221.54	330.00
6.	Training /Research/Pub. Expenses	1753.84	3602.22	4300.00
7.	Admn. Expenses	101.32	133.96	130.00
8.	Travel Expenses	2.10	6.11	20.00
9.	Depreciation	3.33	4.34	3.00
	Total (B)	2042.08	3968.17	4783.00

10.	Surplus/(Deficit) (A-B)	371.44	111.55	548.00
11.	Grants in Aid	0	0	0
12.	Less: Surplus generated under ATI sch. to be spent in the next year	47.45	-	518.00
13.	(Deficit)/Surplus after Grants	323.99	111.55	30.00
14.	Prior Period Adjustment	8.76	(-) 14.18	0
	Total (Deficit) Surplus	332.75	97.37	30.00
	Recovery Ratio (%)	115.86	102.81	100.63

# NIESBUD

## BUDGET ESTIMATES FOR THE YEAR 2014-15

(Rs. in lakh)

Sl. No.	Particulars	2012-13 (Actuals)	2013-14 (Actual)	2014-15	
				B.E.	R.E.
<b>A.</b>	<b>Recurring Income:</b>				
1.	Unspent Amount b/f: M/o MSME - ATI Scheme	746.00	0.00	0.00	0.00
2.	Fee from Ministry of MSME – ATI Scheme	3,460.80	3,217.58	5,042.00	4,500.00
3.	Other Training, Research/Cluster Activities	497.59	1,023.50	900.00	900.00
4.	Fee: PGDEM	-	-	480.00	0.00
5.	Other Income	46.15	66.38	70.00	70.00
	<b>Total (A)</b>	<b>4,750.54</b>	<b>4,307.46</b>	<b>6,492.00</b>	<b>5,470.00</b>
<b>B.</b>	<b>Recurring Expenditure:</b>				
1.	Salaries and Allowances	264.29	195.41	485.00	300.00
2.	Training/Research/Publication	3,601.34	3018.86	5,600.00	4,870.00
3.	Administration	133.90	183.49	139.00	200.00
4.	Expenses: PGDEM	-	-	150.00	0.00
5.	Travel	7.42	-	20.00	20.00
6.	Depreciation	4.34	8.77	3.00	10.00
	<b>Total (B)</b>	<b>4,011.29</b>	<b>3,406.53</b>	<b>6,397.00</b>	<b>5,400.00</b>
1.	Surplus (Deficit) (A-B)	739.25	900.93	95.00	70.00
2.	Grant-in-Aid	0.00	0.00	0.00	0.00
3.	Surplus after Grants	739.25	900.93	95.00	70.00
4.	Prior Period Adjustments	(15.00)	(32.74)	0.00	0.00
<b>C.</b>	<b>Net Surplus</b>	<b>724.25</b>	<b>868.19</b>	<b>95.00</b>	<b>70.00</b>
<b>D.</b>	<b>Recovery Ratio (%)</b>	<b>118.43</b>	<b>126.45</b>	<b>101.49</b>	<b>101.30</b>